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ABSTRACT

Intended as an aid to program designers, developers, and policy makers, the more common elements or items found in the various state and federal day care guidelines are extracted and categorized. The set of variables for classifying the guidelines was developed by selecting standards from a sample of six states. The standards were classified into ten major variables, each category appearing as a chapter in the text. These chapters are as follows: I. Health Standards; II. Nutrition Standards; III. Fire and Safety Hazard Standards; IV. Staff Requirements; V. Records and Reports; VI. Parent Involvement; VII. Sanitation; VIII. Equipment; IX. Physical Facilities; and X. Curriculum and Program. A universal set of items used in categorizing day care guidelines is provided, as are a bibliography and a listing of state agencies. (DB)

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A COMPARISON OF PROVISIONS IN STATE & FEDERAL STANDARDS FOR INSTITUTIONAL DAY CARE

1972
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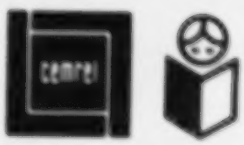

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A COMPARISON OF PROVISIONS IN STATE AND FEDERAL STANDARDS FOR INSTITUTIONAL DAY CARE

National Program on Early Childhood Education

CEMREL, Inc.

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Preface

Rather than replicate all standards in their entirety, we have only extracted and categorized the more common elements or items found in the various state and federal day care guidelines. As a consequence we would expect this document to be more useful to program designers, developers, and policy makers than to day care operators. However, day care operators as well as program designers may find the universal set of items appended to the document useful as an operating checklist. As a word of final caution, the reader should be warned that state guidelines are constantly changing either in part or in whole and this document is correct only so far as the sources used and the information obtained to mid-1972. The sources used are listed in the appendix of this document.

The preparation of this document required many hours of what came to be tedious reading and re-reading, sorting and re-sorting. The bulk of the work was done by research assistants whose tenacity and perservance led to the completion of this work. Special thanks are reserved for June Liese, Pamela Comeaux, and Lynn Fox. And finally, I wish to acknowledge the cooperation of staff of the various state departments and agencies which have responsibility for designing or executing standards.

Project Director

Harry Kelly

Introduction

Purpose

Those who assume the responsibility of designing early childhood programs which can be replicated nationally face the problem of meeting criteria established by the fifty states, the federal government, and state and national child welfare associations. In many cases it would be practically impossible to design cost-beneficial programs which also meet all the criteria specified in the various guidelines. As a result, this analysis is important not only because it provides the program developer with information regarding design constraints, but also because it reveals basic issues which must be decided before replicable and nationally applicable early childhood care and education systems can become a reality.

This analysis was conducted primarily for program developers; however, the information may also be valuable to a number of special interest groups. Day care operators may find the information in this study useful for identifying the universe of concerns which make up the efficient operation of proprietary or non-proprietary day care facilities. Those with the special responsibility of drafting standards and guidelines for day care might also find this description helpful. And finally, those whose special concern is educational policymaking may find this document informative.

Boundaries and Data

The boundaries of this work were in part determined by the specific concerns of program developers. At the same time it was hoped that a more

complete analysis might be made to accommodate a wider range of clients. The first overview of the information suggested that, in the interst of economy and in order to meet the interests of the intended audience and a reasonable schedule, it would be better to restrict the domain of analysis to institutional day care specifically designed for children of preschool age.

The characteristics of a day care center or institutional day care differ in definition state by state. The characteristics common to all terms which refer to institutional-type day care seem to include:

1. A defined population of preschool children.
2. A care facility other than a family home.
3. A minimal number of children.
4. Caregivers other than parents.

Table 1 specifies more precisely what state facilities are included in this analysis. "Day care center" or "institutional day care" as used in this study means an organized program of care, not in a family, for more than three children from one to six years of age. It is also assumed that the facilities provide less than 24-hour care.

In some states the inclusive age group for day care is much greater than one to six years. For the purposes of this study, however, the day care group includes preschool aged children. Definitions of location also differ, but for our purpose they include care away from the home and care provided by someone other than the parent or guardian. The allowable duration of care also differs from state to state. We have included only those definitions which by law provide less than 24-hour care. The list of definitions is not complete. Some terms and definitions were omitted because

TABLE 1.

DEFINITIONS OF DAY CARE & DAY CARE CENTERS

AS OF FEBRUARY 1972

STATE	TITLE	MINIMUM NUMBER OF CHILDREN	AGE IN YEARS	MAXIMUM HOURS	REMARKS
ALABAMA	ECE PROGRAM	-	4-8	-	
ARIZONA	CHILD CARE AGENCY	5+	-16	1+	INCLUDES CHILD NURSERIES, NURSERY SCHOOL, PLAY SCHOOL, KINDERGARTEN, OR CHILD CARE CENTER
ARKANSAS	DAY CARE CENTER	6+	3-6	5+	INCLUDES BEFORE AND AFTER SCHOOL CARE
CALIFORNIA	STATE PRESCHOOL EDUCATION PROGRAM	-	3-5	-	CURRENT OR POTENTIAL ADC RECIPIENTS
COLORADO	CHILD CARE CENTER	5	16	24	INCLUDES NURSERIES, NURSERY SCHOOLS, KINDERGARTEN, PRESCHOOLS, ETC:; WHOLE OR PART DAY CARE
	CHILDRENS CENTER	10	2½-16	-24	
	SMALL DAY CARE CENTER	1-10	2-16	-24	
CONNECTICUT	CHILD DAY CARE CENTER	12+	CHILDREN	-	INCLUDES NURSERY SCHOOL, DAY NURSERY, PRIVATE KINDERGARTEN, PLAY GROUP, ETC.
DELAWARE	PILOT PRESCHOOL	-	-4	-	
	CHILD CARE CENTER	12+	CHILDREN	4+	
FLORIDA	GROUP DAY CARE	6	2-6	4-12	
	DAY CARE	-	-	4+	
GEORGIA	DAY CARE CENTER	7	-18	-24	RECEIVE PAY; INCLUDES DAY NURSERIES, NURSERY SCHOOL, PRESCHOOL
HAWAII	GROUP DAY CARE CENTER	6	CHILDREN	-24	
IDAHO	DAY CARE CENTER	5	CHILDREN	-24	FOSTER CARE; PART DAY CARE
ILLINOIS	DAY CARE CENTER	8	CHILDREN	24	INCLUDES DAY NURSERIES, NURSERY SCHOOLS, KINDERGARTEN, PLAY GROUP, CENTERS FOR MENTALLY OR PHYSICALLY HANDICAPPED; ALL OR PART DAY CARE
IOWA	NURSERY SCHOOL	-	3-5	-	INCLUDES DAY CARE CENTERS, PRESCHOOL, PRE-PRIMARY; USUALLY HALF-DAY CARE

KANSAS	NURSERY SCHOOL	-	3-5	-48	
KENTUCKY	KINDERGARTEN-NURSERY SCHOOL	4	3-6	-	PROVIDES EDUCATIONAL EXPERIENCES
LOUISIANA	DAY CARE CENTER	5+	-17	10	MUST COMPLY WITH HEALTH STANDARDS
MAINE	DAY CARE	13	-16	-	HOME OR OTHER PLACE, NOT FOR EDUCATIONAL PURPOSES
MARYLAND	GROUP DAY CARE SERVICE	4	-7	-24	
MASSACHUSETTS	DAY CARE CENTER	-	3-7	-	UNDER 3 YEARS WITH SPECIAL PERMISSION; NOT PART OF SCHOOL SYSTEM
MICHIGAN	DAY CARE CENTER	-	2½-5	-24	PART DAY CARE
MINNESOTA	GROUP DAY CARE	6	CHILDREN	-24	ALL OR PART DAY CARE
MISSISSIPPI	GROUP DAY CARE FACILITY	7+	CHILDREN	-24	INCLUDES NURSERY SCHOOL, KINDERGARTEN, DAY CARE CENTERS
MISSOURI	DAY CARE CENTER	7	3+	-	ALSO TERMED DAY NURSERIES
MONTANA	DAY CARE FACILITY	3	CHILDREN	-24	ALL OR PART DAY CARE
	DAY CARE CENTER	7	CHILDREN	5+	ALL OR PART DAY CARE
NEBRASKA	DAY CARE CENTER	7	2-13	6 a.m.-7 p.m.	HOME OR SETTING AWAY FROM HOME
NEW HAMPSHIRE	GROUP DAY CARE FACILITY	7+	3-6	-24	
NEW JERSEY	CHILD CARE CENTER	5	2-5	-	PRIVATE CENTERS
NEW YORK	DAY CARE CENTER	7+	CHILDREN	-24	OPERATES FOR MORE THAN 5 HOURS A WEEK
NORTH CAROLINA	DAY CARE CENTER	-	-13	4+	FOR COMPENSATION
OHIO	CHILD DAY CARE CENTER	5	0-18	-	
OKLAHOMA	DAY CARE CENTER	6	-18	6+	PURPOSE PRIMARILY MEDICAL, EDUCATIONAL OR RECREATIONAL
OREGON	DAY CARE FACILITY	3+	-15	-24	
	DAY CARE FACILITY	3	CHILDREN	-24	INCLUDES DAY CARE HOMES

PENNSYLVANIA	DAY CARE	-	-16	-24	NON-PARENTAL CARE
	DAY CARE CENTER	7	-16	-24	NON-PARENTAL CARE
RHODE ISLAND	DAY CARE CENTER	3+	3-14	4+	ALSO CALLED DAY NURSERY
SOUTH CAROLINA	CHILD CARE CENTER	-	CHILDREN	-24	CARE AWAY FROM HOME
SOUTH DAKOTA	DAY CARE CENTER	-	0-14	-24	
	NURSERY SCHOOL	-	-5	-	
TENNESSEE	DAY CARE CENTER	8+	-17	-24	FOR COMPENSATION
TEXAS	DAY CARE CENTER	-	CHILDREN	-24	
UTAH	DAY CARE CENTER	3+	-14	4-24	
VERMONT	DAY CARE CENTER	12+	3+		
VIRGINIA	CHILD CARE CENTER	10	CHILDREN	6 a.m.-7 p.m.	NON-PARENTAL CARE
WASHINGTON	DAY CARE CENTER	GROUP	2½+	4+	DOES NOT INCLUDE NURSERY SCHOOLS OR KINDERGARTEN
WEST VIRGINIA	DAY CARE CENTER		2+	-24	OUT-OF-HOME CARE
WISCONSIN	DAY CARE CENTER	4+	-7	-24	INCLUDES NURSERY SCHOOL
WYOMING	GROUP PLAY CARE	8	2+	2-24	OUT-OF-HOME CARE

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certain states are in the process of revising their standards for day care and other states have just begun to draft their guidelines.

The information collected and analyzed was limited to those guidelines which appeared to be officially sanctioned. In the process of collecting the data, a significant amount of information was found in "recommended" or "suggested" certain procedures which should be followed. Some of this information was in the form of mimeographed memorandums or brochures. "Recommended" information was for the most part omitted from the analysis. Also omitted were state guidelines from those states which are revising their policy or which are anticipating the passage of legislation which will significantly change the early childhood care and education picture in their state. Although new guidelines are forthcoming from the federal agencies and draft revisions have been distributed, this study included only the official version of the Federal Interagency Guidelines.

The data itself presented sources of distortion. Inconsistencies were not uncommon, especially between states whose standards were published at various times over the past decade. While two states that published standards respectively in 1960 and 1970, may agree that adequate fire extinguishers are essential in a day care center, what was adequate in 1960 probably would not be so in 1970.

Distortion is also introduced through incomplete coverage. Several states, for one reason or another, could not supply adequate information. A few states with a long history of education and care of young children have such complex sets of standards and guides that they would require a separate study by themselves. Some states have no guidelines or have simply

TABLE 2.

PRESENT STATUS OF STATE GUIDELINES AS OF FEBRUARY 1972

STATES	AVAILABLE	NOW IN PLANNING
ALABAMA	X	
ALASKA		X(1972)
ARIZONA	X	
ARKANSAS	X	
CALIFORNIA	X	
COLORADO	X	
CONNECTICUT	A	
DELAWARE	X	
FLORIDA	X	
GEORGIA	X	
HAWAII	X	
IDAHO	X	
ILLINOIS	X	
INDIANA		X
IOWA[1]		
KANSAS	X	
KENTUCKY	X	
LOUISIANA	X	
MAINE	X	
MARYLAND	X	
MASSACHUSETTS	X	
MICHIGAN	X	
MINNESOTA	X	
MISSISSIPPI	X	
MISSOURI	X	
MONTANA	X	
NEBRASKA	X	
NEVADA[1]		
NEW HAMPSHIRE	X	
NEW JERSEY	X	
NEW MEXICO[1]		
NEW YORK	X	
NORTH CAROLINA	X	
NORTH DAKOTA		X
OHIO	X	
OKLAHOMA	X	
OREGON	X	
PENNSYLVANIA	X	
RHODE ISLAND	X	
SOUTH CAROLINA	X	
SOUTH DAKOTA	X	
TENNESSEE	X	
TEXAS	X	
UTAH	X	
VERMONT	X	
VIRGINIA	X	
WASHINGTON	X	
WEST VIRGINIA	X	
WISCONSIN	X	
WYOMING	X	

[1] Iowa, Nevada, and New Mexico responded to our requests for copies of their day care standards; however, they could not provide the necessary information. Iowa has very few pre-kindergarten programs and therefore does not have written standards or guidelines. Nevada has no state legislation concerning day care standards. Each center in Nevada is licensed through the county in which it is located. New Mexico follows the Federal Interagency Day Care Requirements and does not have state guidelines.

adopted the Federal Interagency Guidelines of the Office of Economic Opportunity.

As a result, the study may show some bias because of the sample of states used. However, the model presented is suitable for including new or updated information as it becomes available. For the present time it must be kept in mind that the data is far from complete.

It should be noted that state standards and guidelines for early childhood education and care originate in a number of different agencies within each state or municipality. Building codes are usually found in the municipality; health standards in the state departments of health or welfare; and education requirements in state departments of education. In a few cases it appears that the various agencies within a state have combined their efforts and talents towards the construction of uniform and operable standards. In other states, while this tendency towards uniformity and cooperation seems to exist, it has not yet resulted in new guidelines. The general importance of early childhood care and education is increasingly felt at the state level; consequently, many significant changes in agency organization and in the design of standards can be expected in the near future.

Table 2 depicts the current status of guidelines for institutional day care at the state level. As the table indicates, a considerable number of states already possess guidelines or follow federal guidelines. A few states are in the process of preparing new guidelines, and this number will probably increase. According to an article in the January-February issue of Children Today, 37 state licensing authorities have

plans to revise their regulations and codes for day care during the next two years (Granato, S. J. & Lynch, E. D., Day Care Licensing, Children Today, 1972, 1(1), 24). Increased federal legislation will also have major effects on state licensing policies.

Methodology

The set of variables for classifying the guidelines was developed by selecting standards from a sample of six states. The foremost consideration for selecting these states was the quantity of items or standards rather than the quality of their guidelines. States with fewer listings of standards but with new ideas or new outlooks on old ideas were examined and also added to the variable list. This technique led to a large list of statements for several variables which then had to be edited and restated (see Appendix). As statements on the list were sorted, they began to cluster in logical and reasonable ways. The cluster of statements were then examined for their commonalities. For example, a set of statements might pertain to health standards. A re-sort would reveal the subcategory health admissions standards. The sorting and re-sorting led to the identification of ten principal variables--Health, Nutrition, Fire and Safety Standards, Staff Requirements, Records, Parent Involvement, Sanitation, Equipment, Physical Facilities, and Curriculum. Each of these major categories contained a number of more discrete subcategories.

The subcategories were further defined by lists of items. For ease of documentation, these items were reformulated into statements which could be responded to by "yes" or "no." This meant that statements in

the set which approximated or paralleled one another had to be combined. For example, one statement might describe a situation where a pre-entrance physical examination is required and another where a medical history is necessary for admittance to a licensed day care facility. In this instance, the statements were combined into an "or" statement: a physical examination or medical history is required. This method not only helped make statements able to be answered with "yes" or "no," but also succeeded in pruning the number of statements to a manageable size. The unfortunate result of this procedure was that it introduced a much greater level of generality than was originally desired.

Organization

The standards were classified into ten major variables, mentioned above, each category appearing as a chapter in the text. These categories follow the usual organization of the state guidelines. Each major category is divided into subcategories which consist of items which cluster around the subcategory titles. Sometimes subcategories follow the functions of day care operations, like admissions; sometimes areas of responsibility, like fire prevention; and sometimes special areas of concern, like type and quality of outdoor equipment.

Within each chapter the items are first described in detail. They then appear in abbreviated form on the charts which follow. The reader should, whenever in doubt about the meaning of an item on the charts, check the text for a more complete description. In addition to a description of the items found on the chart, the text of each section sometimes describes items which, although not common to the majority of states, appeared important enough to note.

For reference purposes the universal set of items is appended to the end of the document. A bibliography of documents used and the source agencies from which further information can be obtained have also been appended. Guidelines and standards for a particular state can be obtained by contacting the appropriate state and federal agencies listed.

Chapter 1

HEALTH STANDARDS

Health services are fundamental elements of the day care program. The primary purpose of health care is to protect, maintain, and improve the health of each child in the center. Local health regulations are found in most communities and many guidelines refer day care operators to the local department of health for assistance in designing the health component for their center. State health standards stipulate policies and procedures that fall into six subcategories: (1) Admission Policies, (2) Illness and Disease, (3) Accident and Injury, (4) General Health, (5) Punishment, and (6) Rest Periods. A seventh subcategory of provisions relating to Animals was also included under Health Standards.

Admission Policies

The first subcategory of Health Standards is health Admission Policies. These include the required procedures and policy for each child's admission and enrollment into the center. The following five items were found to be the most common requirements discussed in the state standards:

1. Entrance Medical Examination or History Required

Nearly every state requires each child to have some type of medical examination prior to the first day in the center. This usually assesses the child's health status and includes the physical exam, a health history, current findings, and an evaluative statement from the child's physician.

The extensiveness of the examination or history varies from state to state and some standards also specify when the exam should take place. Usually a maximum of 30 days before the first day in the center is allowed.

2. Immunization Required

Normally states require current diptheria, pertussis (whooping cough), tetanus, smallpox, German measles, and polio vaccinations for admission. Innoculations against mumps are often recommended. Some states follow the American Academy of Pediatrics suggested schedule for immunization found in their Report on the Committee on Infectious Diseases, 1970.

3. Measles Vaccination Required

Most states note the importance of immunization against measles by specifically requiring it before a child is admitted to the center.

4. Hourly Care Permitted

Hourly care refers to the care of children who do not participate in the entire program on a regular basis. This part-time or "drop-in" care is prohibited in some states for the protection of the child's health.

5. Problem Children Admitted

This item in the health Admission Policies deals with the type of child allowed in a day care center. Some states encourage the admission of children with special problems when there is a qualified staff available.

Illness and Communicable Disease

The second subcategory lists regulations regarding Illness and Communicable Disease. The following items are the major topics found in the state guidelines:

1. Daily Health Inspection Required

To prevent the spread of disease, a daily inspection of each child for evidence of illness should be made before he is admitted to the group. The staff member who makes this inspection should be trained to recognize communicable diseases.

2. Children With Communicable Diseases Admitted

The overwhelming majority of states restrict children with signs or symptoms of a communicable disease from the center.

3. Staff With Communicable Diseases Prohibited

In many guidelines, staff members with a communicable disease must be excluded from the center.

4. Isolation Facilities Required

Specifications for an isolation room for ill children are found in many standards. The exact standards for the facility vary, but, when described, it usually includes a cot, closed toilet facilities, equipment that can be disinfected, etc.

5. Parent Notification of Illness or Disease

Some states require written or verbal notification to parents if an outbreak of disease occurs or if their child becomes ill at the center.

Accidents and Injuries

The third subcategory, Accidents and Injuries, include the following items:

1. Authorization for Emergency Medical Care Required

A written authorization from parents for medical care for children

in emergency situations is required in some states. This authorization must be kept on file in the center and permits staff members to secure care for a child who is injured when parents cannot be reached.

2. First Aid Kit Required

A first aid kit kept on the premises of the center is mandatory in some states.

3. First Aid Supplies Specified

When provisions for first aid kits are stated, many states list the required contents of the kit as well.

4. Child-Inaccessible First Aid Kit

Along with specified first aid supplies, the location of the kit may also be controlled. If the state has provisions for the location of the first aid kit, they normally require that it be locked and out of the children's reach.

5. Qualified Staff in First Aid Required

Some licensing agencies require at least one member of the center's staff to be qualified to administer first aid treatment. Many of the states who have such a regulation suggest the staff have a current American Red Cross Standard First Aid Certificate or its equivalent.

General Health

The fourth subcategory under Health Standards includes items related to the general health and well being of the child.

1. Annual Medical Examination Required

Like the pre-admission examination, this is for each child attending the center. The thoroughness of such an examination varies by state.

2. Interim Health Examination Required

Children who have medical histories of frequent illness or specific conditions which should be followed may be required to have medical examinations more frequently than once a year.

3. Labeled Medications Required

Medications prescribed for an individual child must be labeled with the child's name and directions for use.

4. Unused Medications Disposal Required

Medications no longer needed must be returned to the parent or destroyed after use.

Discipline

1. Harsh Punishment Prohibited

Most states prohibit humiliating and corporal punishment.

2. Food, Rest, Toileting Punishment Prohibited

Any deprivation of food, sleep, or toileting activities as punishment is also prohibited in several states.

3. Derogatory Remarks Prohibited

Remarks of a derogatory nature about the child, his home, or his parents are forbidden.

Rest

1. Nap Periods Required

Nap periods of a specified length are required in many states.

2. Supervised Rest Periods Required

Many states require that a rest period be provided for children who

are at the center during specified hours each day. The rest period should be supervised by an adult staff member.

The initial list of Health Standards contained many more items. Some items were deleted because the provisions were found only in one or two states. As a matter of policy, these items were eliminated from the charts. The deleted items fell generally into three of the subcategories. The first was originally classified under Accident and Injuries and was a provision which restricted the use of burn ointment. Another item within a subcategory General Health that required an annual dental examination was omitted because it was discovered that while many states suggested annual dental checkups, very few had provisions which required them.

Animal Control Required

The various standards regarding animals on the premises of a day care center were collapsed into a single statement of provision or no provision. Those states possessing guidelines which covered animals included the following three provisions:

1. Small, Healthy Animals Permitted

   This item includes such animals as gerbils, rabbits, hamsters, etc.

2. Animal Innoculations Required

   Certain states require vaccinations for the animals in a day care center while many have no provisions at all.

3. Supervision of Children Handling and Caring for Animals Required

   Some standards prohibit children from handling animals without the direct supervision of an adult staff member.

While the above provisions were not required by the majority of guidelines, it should be noted that they warranted mention in many. As in all cases, individual state guidelines should be consulted wherever a problem specific to a particular day care operation is involved.

HEALTH STANDARDS

ADMISSIONS

	Entrance Medical Exam or History Required	Immunization Required	Measles Vaccination Required	Hourly Care Permitted	Problem Children Permitted
ALABAMA	○	○	☆	☆	●
ALASKA					
ARIZONA	☆	☆	☆	☆	☆
ARKANSAS	○	○	☆	☆	☆
CALIFORNIA	○	○	○	☆	☆
COLORADO	○	○	●	●	○
CONNECTICUT	○	○	○	☆	☆
DELAWARE	○	○	☆	☆	☆
FLORIDA	○	○	○	☆	○
GEORGIA	○	○	☆	☆	☆
HAWAII	☆	☆	☆	☆	☆
IDAHO	○	○	☆	☆	☆
ILLINOIS	☆	☆	○	☆	○
INDIANA	○	○	○	☆	☆
IOWA	○	○	○	☆	☆
KANSAS	○	○	☆	☆	☆
KENTUCKY	○	○	☆	☆	☆
LOUISIANA	○	○	☆	☆	☆
MAINE	○	○	☆	☆	☆
MARYLAND	○	○	☆	☆	☆
MASSACHUSETTS	○	○	☆	☆	☆
MICHIGAN	○	○	○	☆	○
MINNESOTA	○	○	○	☆	☆
MISSISSIPPI	○	○	○	☆	●
MISSOURI	○	○	☆	☆	☆
MONTANA	○	○	☆	●	○
NEBRASKA	○	○	○	☆	○
NEVADA	○	○	☆	☆	☆
NEW HAMPSHIRE	○	○	○	☆	☆
NEW JERSEY	○	○	☆	☆	○
NEW MEXICO	○	○	☆	☆	●
NEW YORK	○	○	○	☆	☆
NO CAROLINA	○	○	☆	☆	☆
NO DAKOTA	○	○	☆	☆	☆
OHIO	○	○	☆	☆	☆
OKLAHOMA	○	○	☆	☆	☆
OREGON	○	○	☆	☆	☆
PENNSYLVANIA	○	○	☆	☆	☆
RHODE ISLAND	○	○	○	☆	○
SO CAROLINA	○	○	☆	☆	☆
SO DAKOTA	○	○	☆	☆	☆
TENNESSEE	○	○	☆	☆	☆
TEXAS	○	○	○	☆	○
UTAH	○	○	☆	☆	☆
VERMONT	○	○	☆	☆	☆
VIRGINIA	○	○	☆	☆	☆
WASHINGTON	○	○	☆	☆	☆
WEST VIRGINIA	○	○	☆	☆	☆
WISCONSIN	○	○	☆	☆	☆
WYOMING	○	○	☆	☆	●
FEDERAL	○	☆	☆	☆	○

○ YES ● NO ☆ NO PROVISION

HEALTH STANDARDS

ILLNESS & DISEASE

	Daily Health Inspections Required	Children with Communicable Disease Permitted	Staff with Communicable Disease Prohibited	Isolation Facilities Required	Parent Notification of Illness Required
ALABAMA	○	●	○	○	○
ALASKA					
ARIZONA	○	☆	○	○	○
ARKANSAS	○	☆	☆	☆	☆
CALIFORNIA	○	☆	○	○	○
COLORADO	○	●	○	○	○
CONNECTICUT	○	●	☆	○	○
DELAWARE	○	●	☆	○	○
FLORIDA	●	●	☆	○	○
GEORGIA	●	☆	○	○	○
HAWAII	○	●	☆	○	○
IDAHO	○	☆	○	○	○
ILLINOIS	○	●	☆	○	○
INDIANA					
IOWA					
KANSAS	○	●	○	○	○
KENTUCKY	○	☆	☆	☆	☆
LOUISIANA	○	☆	☆	○	○
MAINE	☆	●	☆	○	☆
MARYLAND	☆	●	☆	☆	☆
MASSACHUSETTS	○	☆	○	☆	○
MICHIGAN	○	☆	○	○	○
MINNESOTA	○	●	○	○	○
MISSISSIPPI	○	●	☆	○	☆
MISSOURI	○	☆	○	☆	○
MONTANA	○	●	○	☆	○
NEBRASKA	○	●	☆	○	○
NEVADA					
NEW HAMPSHIRE	○	●	☆	○	○
NEW JERSEY	○	☆	☆	○	○
NEW MEXICO					
NEW YORK	○	●	○	○	○
NO CAROLINA	☆	●	☆	☆	☆
NO DAKOTA					
OHIO	○	☆	○	○	○
OKLAHOMA	○	☆	☆	○	○
OREGON	○	●	○	○	○
PENNSYLVANIA	○	☆	○	○	○
RHODE ISLAND	○	●	☆	○	○
SO CAROLINA	○	☆	☆	○	☆
SO DAKOTA	○	●	☆	☆	☆
TENNESSEE	○	●	○	○	○
TEXAS	☆	●	○	○	○
UTAH	○	●	○	○	☆
VERMONT	○	●	☆	○	○
VIRGINIA	○	☆	○	○	○
WASHINGTON	☆	●	☆	○	☆
WEST VIRGINIA	○	☆	○	☆	☆
WISCONSIN	○	☆	☆	○	○
WYOMING	☆	☆	☆	☆	○
FEDERAL	☆	☆	○	○	○

○ YES ● NO ☆ NO PROVISION

HEALTH STANDARDS

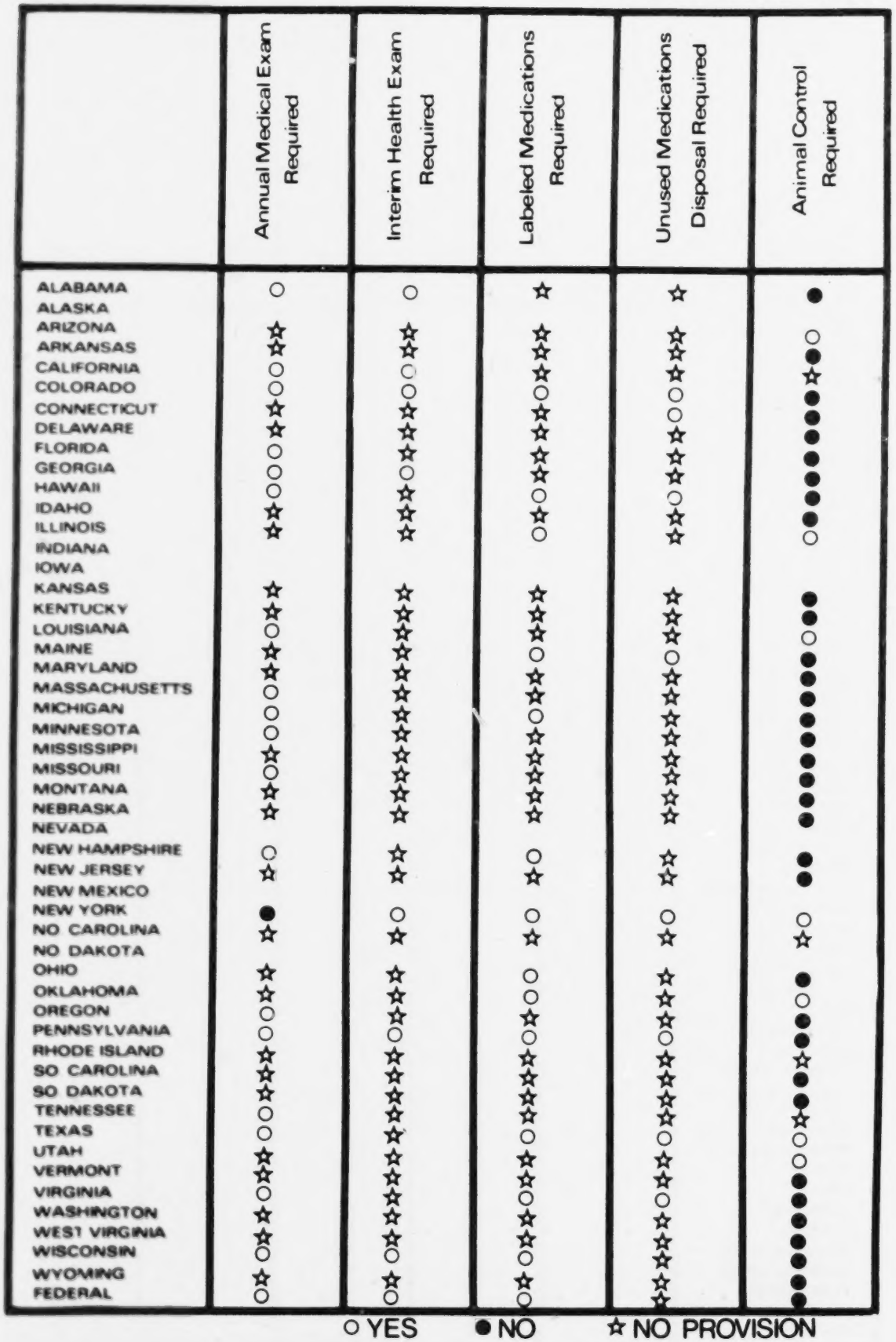
ACCIDENT & INJURY

	Authorization for Emergency Care Required	First Aid Kit Required	First Aid Supplies Specified	Child Inaccessible First Aid Equipment	Staff Qualified in First Aid Treatment Required
ALABAMA	☆	○	○	○	☆
ALASKA					
ARIZONA	○	○	☆	☆	○
ARKANSAS	○	○	☆	○	☆
CALIFORNIA	○	○	☆	○	☆
COLORADO	○	○	☆	☆	☆
CONNECTICUT	☆	☆	☆	○	☆
DELAWARE	○	○	☆	○	☆
FLORIDA	○	○	☆	○	☆
GEORGIA	○	○	☆	☆	☆
HAWAII	○	○	☆	☆	☆
IDAHO	○	○	☆	☆	☆
ILLINOIS	○	○	☆	☆	☆
INDIANA					
IOWA					
KANSAS	○	☆	☆	○	☆
KENTUCKY	○	○	☆	☆	☆
LOUISIANA	○	○	☆	☆	☆
MAINE	○	☆	☆	☆	☆
MARYLAND	○	○	☆	☆	☆
MASSACHUSETTS	○	○	☆	☆	☆
MICHIGAN	○	○	☆	☆	☆
MINNESOTA	○	○	☆	☆	☆
MISSISSIPPI	○	○	☆	☆	☆
MISSOURI	○	○	☆	☆	☆
MONTANA	○	○	☆	☆	☆
NEBRASKA	○	○	☆	☆	☆
NEVADA					
NEW HAMPSHIRE	○	○	☆	☆	☆
NEW JERSEY	○	○	☆	☆	☆
NEW MEXICO					
NEW YORK	○	○	☆	○	☆
NO CAROLINA	☆	☆	☆	☆	☆
NO DAKOTA	○	○	☆	☆	☆
OHIO	○	○	☆	☆	☆
OKLAHOMA	○	○	☆	☆	☆
OREGON	○	○	☆	☆	☆
PENNSYLVANIA	○	○	☆	☆	☆
RHODE ISLAND	○	○	☆	☆	☆
SO CAROLINA	○	○	☆	☆	☆
SO DAKOTA	○	○	☆	☆	☆
TENNESSEE	○	○	☆	☆	☆
TEXAS	○	○	☆	☆	☆
UTAH	○	○	☆	☆	☆
VERMONT	○	○	☆	☆	☆
VIRGINIA	○	○	☆	☆	☆
WASHINGTON	○	○	☆	☆	☆
WEST VIRGINIA	○	☆	☆	☆	☆
WISCONSIN	○	○	☆	☆	☆
WYOMING	○	○	☆	☆	☆
FEDERAL	○	☆	☆	○	☆

○ YES ● NO ☆ NO PROVISION

HEALTH STANDARDS

GENERAL HEALTH



HEALTH STANDARDS

DISCIPLINE

		Harsh Punishment Prohibited	Food, Rest, or Toilet Punishment Prohibited		
ALABAMA		○	○		
ALASKA		☆	☆		
ARIZONA		○	☆		
ARKANSAS		○	○		
CALIFORNIA		○	○		
COLORADO		○	○		
CONNECTICUT		○	☆		
DELAWARE		○	○		
FLORIDA		○	○		
GEORGIA		☆	☆		
HAWAII		○	☆		
IDAHO		○	○		
ILLINOIS		○	○		
INDIANA		○	○		
IOWA		○	○		
KANSAS		○	☆		
KENTUCKY		○	○		
LOUISIANA		☆	☆		
MAINE		○	☆		
MARYLAND		☆	☆		
MASSACHUSETTS		○	☆		
MICHIGAN		☆	☆		
MINNESOTA		○	☆		
MISSISSIPPI		☆	○		
MISSOURI		☆	☆		
MONTANA		○	☆		
NEBRASKA		○	○		
NEVADA		○	☆		
NEW HAMPSHIRE		☆	☆		
NEW JERSEY		☆	☆		
NEW MEXICO		○	☆		
NEW YORK		☆	☆		
NO CAROLINA		○	☆		
NO DAKOTA		○	○		
OHIO		☆	☆		
OKLAHOMA		☆	☆		
OREGON		○	☆		
PENNSYLVANIA		☆	☆		
RHODE ISLAND		☆	☆		
SO CAROLINA		○	☆		
SO DAKOTA		☆	☆		
TENNESSEE		☆	☆		
TEXAS		○	☆		
UTAH		○	☆		
VERMONT		○	☆		
VIRGINIA		☆	☆		
WASHINGTON		○	☆		
WEST VIRGINIA		☆	☆		
WISCONSIN		○	☆		
WYOMING		☆	☆		
FEDERAL		☆	☆		

○ YES ● NO ☆ NO PROVISION

HEALTH STANDARDS

25/26 REST

		Nap Periods Required	Supervised Rest Periods Required		
ALABAMA		○	○		
ALASKA		○	○		
ARIZONA		○	○		
ARKANSAS		○	○		
CALIFORNIA		○	○		
COLORADO		☆	☆		
CONNECTICUT		☆	☆		
DELAWARE		○	○		
FLORIDA		○	○		
GEORGIA		☆	○		
HAWAII		○	○		
IDAHO		○	☆		
ILLINOIS					
INDIANA					
IOWA					
KANSAS		☆			
KENTUCKY		☆			
LOUISIANA		○	○		
MAINE		○	○		
MARYLAND		○	☆		
MASSACHUSETTS		○	○		
MICHIGAN		○	○		
MINNESOTA		○	○		
MISSISSIPPI		○	☆		
MISSOURI		○	○		
MONTANA		○	☆		
NEBRASKA					
NEVADA		○	○		
NEW HAMPSHIRE		○	○		
NEW JERSEY					
NEW MEXICO		○	○		
NEW YORK		☆			
NO. CAROLINA					
NO. DAKOTA		○	☆		
OHIO		○	○		
OKLAHOMA		☆	○		
OREGON		○	○		
PENNSYLVANIA		☆	☆		
RHODE ISLAND		○	○		
SO. CAROLINA		○	○		
SO. DAKOTA		○	○		
TENNESSEE		○	○		
TEXAS		○	☆		
UTAH		○	○		
VERMONT		○	○		
VIRGINIA		○	○		
WASHINGTON		○	○		
WEST VIRGINIA		☆	○		
WISCONSIN		○	○		
WYOMING		○	○		
FEDERAL					

○ YES ● NO ☆ NO PROVISION

Chapter 2

NUTRITION STANDARDS

Nutritious food is an important factor which contributes to a child's good health. Plans for the service of food should take into consideration the length of time the child spends in the center and his general health.

Three subcategories are found in the standards dealing with nutrition: (1) Meals and Snacks, (2) Food Control, and (3) Child Privileges and Differences.

Meals and Snacks

The first subcategory, Meals and Snacks, includes the following items:

1. Snack Procedure Specified

This item deals with when and how many snacks are to be served to the children. Many states determine how many snacks should be served by the number of hours a child is in the center. The foods to be used as snacks are sometimes specified in guidelines.

2. Balanced Meals Required

As with snacks, the frequency and quantity of the meals is controlled by the state. Meal service, nutritional requirements and policies governing when and how many meals are served are just a few of the possible specifications which might be required by guidelines.

3. Snack Times Specified

Normally snacks are to be served at mid-morning or mid-afternoon and not to be too close to mealtime.

4. Daily Nutrition Requirements Specified

Many states specify the daily food requirements. The exact per cent of calories, protein, minerals, and vitamins to be supplied is normally governed by how many hours the child attends the center.

Food Control

The second nutrition subcategory is Food Control and includes provisions for the preparation, storage, and quality of the foods served in a day care center. The following items appear on the charts:

1. Separate Kitchen Area Required

For the safety of the child this regulation prevents children from entering the kitchen area without supervision and eliminates the use of the kitchen as a playroom.

2. Nutritionist Consultation Required

The advice of a nutritionist or dietician through regular consultation helps ensure nutritionally balanced meals for the children.

3. Refrigeration and Food Storage Specified

This item simply ensures safe storage of foods and eliminates spoilage. Many states also require that a certain temperature be maintained for the refrigeration of foods.

4. Posted Menus Required

Many states require posting of menus in advance. This helps parents plan their meals at home in relationship to those of the center.

A third subcategory, Child Privileges and Differences, was omitted from the charts because most state guidelines did not include them.

The items in this subcategory included:

1. Food Consumption. Children should be allowed to consume their food by the means they know best.
2. New Foods. Children should be encouraged to try new foods.
3. Meal Time. Enough time shall be allowed for meals to be unhurried.
4. Force Feeding. Children shall not be subjected to force feeding or other coercion.

Another item which appeard in some guidelines but was later dropped was Meals and Snacks. It required that the food served should meet the cultural food habits of the children. This item did not occur enough times to warrant inclusion into the charts. Although not a requirement in many states, children with food allergies should be provided with proper supplements to provide nutritional meals.

NUTRITION STANDARDS

MEALS & SNACKS

	Snack Procedures Specified	Balanced Meals Required	Snack Time Specified	Daily Nutrition Requirements Specified	
ALABAMA	○	○	○	○	
ALASKA					
ARIZONA	☆	○	☆	☆	
ARKANSAS	○	○	○	○	
CALIFORNIA	○	○	○	☆	
COLORADO	○	○	☆	○	
CONNECTICUT	○	○	☆	○	
DELAWARE	☆	○	☆	○	
FLORIDA	○	○	○	○	
GEORGIA	○	○	☆	☆	
HAWAII	☆	☆	☆	☆	
IDAHO	○	○	☆	☆	
ILLINOIS	○	○	○	○	
INDIANA					
IOWA					
KANSAS	○	○	☆	○	
KENTUCKY	☆	☆	☆	☆	
LOUISIANA	○	○	☆	○	
MAINE	○	○	☆	☆	
MARYLAND	☆	☆	☆	☆	
MASSACHUSETTS	○	○	☆	☆	
MICHIGAN	○	○	○	○	
MINNESOTA	○	○	☆	☆	
MISSISSIPPI	○	○	☆	○	
MISSOURI	○	○	☆	○	
MONTANA	○	○	☆	☆	
NEBRASKA	○	○	☆	☆	
NEVADA					
NEW HAMPSHIRE	○	○	○	☆	
NEW JERSEY	○	○	☆	○	
NEW MEXICO					
NEW YORK	○	○	○	○	
NO CAROLINA	☆	☆	☆	☆	
NO DAKOTA					
OHIO	○	○	☆	○	
OKLAHOMA	○	○	☆	☆	
OREGON	○	○	☆	○	
PENNSYLVANIA	○	○	☆	○	
RHODE ISLAND	○	○	○	○	
SO CAROLINA	○	○	☆	☆	
SO DAKOTA	○	○	☆	☆	
TENNESSEE	○	○	☆	○	
TEXAS	○	○	○	○	
UTAH	○	○	☆	○	
VERMONT	○	○	☆	○	
VIRGINIA	○	○	☆	○	
WASHINGTON	○	○	☆	○	
WEST VIRGINIA	○	○	☆	☆	
WISCONSIN	○	○	○	○	
WYOMING	☆	☆	☆	○	
FEDERAL	○	○	○	○	

○ YES ● NO ☆ NO PROVISION

NUTRITION STANDARDS

FOOD CONTROL

	Separate Kitchen Area Required	Nutritionist's Consultation Required	Refrigeration and Food Storage Specified	Posted Menus Required	
ALABAMA	☆	☆	○	○	
ALASKA	☆	☆	☆	☆	
ARIZONA	☆	☆	☆	☆	
ARKANSAS	○	☆	○	○	
CALIFORNIA	○	☆	☆	☆	
COLORADO	☆	☆	○	○	
CONNECTICUT	☆	☆	☆	☆	
DELAWARE	☆	○	○	○	
FLORIDA	☆	○	☆	☆	
GEORGIA	☆	☆	☆	☆	
HAWAII	○	☆	○	○	
IDAHO	☆	☆	☆	☆	
ILLINOIS	☆	☆	○	○	
INDIANA	○	☆	☆	☆	
IOWA	○	☆	○	○	
KANSAS	☆	☆	☆	☆	
KENTUCKY	☆	☆	☆	☆	
LOUISIANA	○	☆	○	○	
MAINE	☆	☆	☆	☆	
MARYLAND	☆	☆	☆	☆	
MASSACHUSETTS	☆	☆	○	○	
MICHIGAN	☆	☆	☆	☆	
MINNESOTA	☆	☆	○	○	
MISSISSIPPI	☆	☆	☆	☆	
MISSOURI	○	☆	○	○	
MONTANA	☆	☆	☆	☆	
NEBRASKA	○	○	○	○	
NEVADA	☆	☆	☆	☆	
NEW HAMPSHIRE	○	☆	○	○	
NEW JERSEY	☆	☆	☆	☆	
NEW MEXICO	☆	○	☆	☆	
NEW YORK	☆	☆	☆	☆	
NO CAROLINA	☆	○	☆	☆	
NO DAKOTA	☆	☆	☆	☆	
OHIO	☆	☆	☆	☆	
OKLAHOMA	○	☆	○	○	
OREGON	☆	☆	☆	☆	
PENNSYLVANIA	☆	☆	☆	☆	
RHODE ISLAND	○	☆	○	○	
SO CAROLINA	☆	☆	☆	☆	
SO DAKOTA	☆	☆	☆	☆	
TENNESSEE	○	☆	○	○	
TEXAS	☆	☆	☆	☆	
UTAH	☆	○	☆	☆	
VERMONT	☆	☆	☆	☆	
VIRGINIA	○	☆	○	○	
WASHINGTON	☆	☆	☆	☆	
WEST VIRGINIA	☆	☆	☆	☆	
WISCONSIN	☆	☆	☆	☆	
WYOMING	☆	☆	○	☆	
FEDERAL	☆	☆	☆	☆	

○ YES ● NO ☆ NO PROVISION

Chapter 3

FIRE AND SAFETY HAZARD STANDARDS

The third variable deals with standards for safety in the day care facility. Detailed regulations are found in most states, however, commonalities were few, due to the local ordinances. Nearly every state (all but seven reporting) required that day care facilities be inspected and approved by the local fire department before licenses are granted. As a general rule, however, final judgment about the safety of the building is up to the fire and building code authorities rather than the state licensing agency.

Fire and safety standards have been classified into six subcategories: (1) Building Construction, (2) Exits, (3) Fire Equipment and Drills, (4) Electrical Systems, (5) Heating, and (6) Fire Prevention.

Building Construction

The first subcategory is concerned with the building used as a day care facility and includes the following items:

1. Fireproof Construction Required

Day care buildings should be constructed of fire-resistant materials as stipulated.

2. Number and Area of Windows Specified

The number of windows or amount of window space per room is regulated in some states.

Exits

The second subcategory under Fire and Safety Hazard Standards include the standards for building exits. These standards are usually integrated if there are more than the minimum required exits.

1. Number of Exits Specified

In most of the state guidelines, the minimum number of exits for the day care center is stated.

2. Exits' Distance Specified

When more than one exit is required by the state, the minimum distance allowed between them is usually given.

3. Marked Exit Doors Required

Those doors which are used as exits must be clearly labeled.

4. Swing of Exit Doors in the Direction of Travel Required

Doors used as exits from the center should swing outwards or to the outdoors for operating ease and quick evacuation.

5. Number of Basement Exits Specified

A basement used as a day care center is usually required to have a minimum number of exits.

6. Below-Grade Level Exit Required

One exit from every room below grade which is used by children must lead directly to the exterior grade or ground level.

Fire Equipment and Drills

The next subcategory includes items which deal with Fire Equipment

and Drills. Equipment is usually subject to inspection and approval by the local fire authority.

1. Manually Operated Alarm System Required

A manually operated fire alarm system is normally required in facilities serving a certain number of children.

2. Protection From Accidental Tripping Required

The alarm system must be designed and installed to prevent its accidental tripping by staff or children.

3. Portable Fire Extinguishers Required

Certain standards have provisions requiring portable fire extinguishers.

4. Fire Drills Required

Required fire exit drills familiarize all occupants with drill procedures. The conduct of the drill is a manner of established routine.

Electrical Systems

The fourth subcategory under Fire and Safety Hazards Standards refers to to Electrical Systems. Only one item was found to be commonly included in this subcategory.

1. Wiring Maintenance

All wiring should be maintained for the obvious safety of the children. Many guidelines have provisions for suitably protected appliances, extension and lamp cords.

Heating

The fifth Fire and Safety Hazards Standards subcategory includes items regulating the heating plan and temperature controls.

1. Central Heating Plan Required

Many states require centers to have a central heating plan enclosed in a separate fireproof room or cubicle.

2. Enclosed Radiators Required

Where radiator heat is permitted, protective covers are usually mandatory.

3. Portable Heating Prohibited

For the children's safety, portable electric heating devices are not permitted.

Fire Prevention

The final Fire and Safety subcategory deals with fire prevention.

1. Flammables Inaccessible

Flammable liquids, paints, cleaning solvents, and other materials are recommended or required to be stored in a place inaccessible to children.

2. Use of Trash Recepticles Specified

Trash recepticles should only be used as intended, and should only be used by adults.

3. Annual Fire Inspection Required

Besides the fire inspection prior to licensing, many states require subsequent annual inspections as well.

4. Approved Fire Code Deviations

Deviations from required state fire safety standards are normally allowed only when, in the opinion of the authority in charge, equivalent fire safety conditions can be maintained.

5. Facility Approved by Fire Authority Required

Before the center is licensed an inspection shall be made and an approval given by the local fire authority.

The following items originally appeared in the list of items but were omitted due to absence in the majority of state guidelines:

1. Some state standards specify the minimum dimensions and the minimum distance of windows from the floor (Alabama, Oregon).

2. Minimum dimensions of the exit doors are sometimes stated in the guidelines. Also, doors may be required to have panic release hardware (Hawaii, Arizona, New Hampshire).

3. Fire alarm regulations may denote the number and location of sending stations, specify the construction of the signal box, and safeguards to prevent accidental tripping (Montana).

4. Regulations about exact procedures for fire drills are often suggested. How occupants should exit, that the occupants should not be notified prior to the drill, and that roll call should be taken after exiting are among some of the procedures discussed (Illinois, New York).

5. Smoking regulations are specified in some states. Some states suggest a place in the center where adults may smoke (Delaware, Illinois, Nebraska).

FIRE & SAFETY STANDARDS

BUILDING CONSTRUCTION

			Fire Resistance Construction Required	Number and Area of Window Specified	
ALABAMA			☆	☆	
ALASKA			☆	☆	
ARIZONA			☆	☆	
ARKANSAS			☆	☆	
CALIFORNIA			☆	☆	
COLORADO			☆	☆	
CONNECTICUT			☆	☆	
DELAWARE			○	☆	
FLORIDA			☆	○	
GEORGIA			○	☆	
HAWAII			☆	☆	
IDAHO			☆	☆	
ILLINOIS					
INDIANA					
IOWA			☆	☆	
KANSAS			☆	☆	
KENTUCKY			☆	○	
LOUISIANA			☆	☆	
MAINE			☆	○	
MARYLAND			☆	☆	
MASSACHUSETTS			☆	☆	
MICHIGAN			☆	☆	
MINNESOTA			○	○	
MISSISSIPPI			○	○	
MISSOURI			○	○	
MONTANA			○	☆	
NEBRASKA					
NEVADA			☆	☆	
NEW HAMPSHIRE			☆	☆	
NEW JERSEY					
NEW MEXICO			☆	☆	
NEW YORK			☆	☆	
NO CAROLINA					
NO DAKOTA			☆	☆	
OHIO			○	☆	
OKLAHOMA			☆	○	
OREGON			☆	○	
PENNSYLVANIA			☆	○	
RHODE ISLAND			☆	☆	
SO CAROLINA			☆	☆	
SO DAKOTA			☆	○	
TENNESSEE			☆	☆	
TEXAS			☆	☆	
UTAH			☆	☆	
VERMONT			☆	☆	
VIRGINIA			☆	○	
WASHINGTON			○	☆	
WEST VIRGINIA			☆	☆	
WISCONSIN			☆	☆	
WYOMING			☆	☆	
FEDERAL			○	☆	

○ YES ● NO ☆ NO PROVISION

FIRE & SAFETY STANDARDS

EXITS

	Number of Exits Specified	Exit Distances Specified	Marked Exit Doors Required	Swing of Exit Doors Specified	Number of Basement Exits Specified
ALABAMA	☆	☆	☆	○	☆
ALASKA					
ARIZONA	○	☆	☆	○	☆
ARKANSAS	☆	☆	☆	☆	☆
CALIFORNIA	☆	☆	☆	○	☆
COLORADO	○	☆	☆	☆	☆
CONNECTICUT	☆	☆	☆	☆	☆
DELAWARE	○	☆	○	○	○
FLORIDA	☆	☆	☆	☆	☆
GEORGIA	☆	○	○	○	☆
HAWAII	○	☆	☆	☆	☆
IDAHO	○	☆	☆	☆	☆
ILLINOIS	☆	☆	☆	☆	☆
INDIANA					
IOWA					
KANSAS	○	☆	☆	☆	○
KENTUCKY	○	☆	☆	○	○
LOUISIANA	☆	☆	☆	☆	☆
MAINE	☆	☆	☆	☆	☆
MARYLAND	☆	☆	☆	☆	☆
MASSACHUSETTS	☆	☆	☆	☆	☆
MICHIGAN	○	☆	☆	○	☆
MINNESOTA	○	☆	☆	○	☆
MISSISSIPPI	○	☆	☆	○	☆
MISSOURI	☆	☆	☆	☆	☆
MONTANA	○	☆	☆	☆	☆
NEBRASKA	○	☆	☆	☆	☆
NEVADA					
NEW HAMPSHIRE	○	○	☆	○	☆
NEW JERSEY	○	○	☆	○	☆
NEW MEXICO					
NEW YORK	☆	☆	☆	☆	☆
NO CAROLINA	☆	☆	☆	☆	☆
NO DAKOTA					
OHIO	☆	☆	☆	☆	☆
OKLAHOMA	○	○	☆	☆	○
OREGON	☆	☆	☆	☆	☆
PENNSYLVANIA	☆	☆	☆	☆	☆
RHODE ISLAND	☆	☆	☆	☆	☆
SO CAROLINA	☆	☆	☆	☆	☆
SO DAKOTA	○	☆	☆	○	☆
TENNESSEE	○	☆	☆	☆	☆
TEXAS	○	☆	☆	☆	☆
UTAH	☆	☆	☆	☆	☆
VERMONT	○	☆	☆	☆	☆
VIRGINIA	☆	☆	☆	☆	☆
WASHINGTON	○	☆	○	☆	☆
WEST VIRGINIA	☆	☆	☆	☆	☆
WISCONSIN	○	☆	☆	☆	☆
WYOMING	☆	☆	☆	☆	☆
FEDERAL	☆	☆	☆	☆	☆

○ YES ● NO ☆ NO PROVISION

FIRE & SAFETY STANDARDS

EXITS

			Below Grade Level Exits Required		
ALABAMA			☆		
ALASKA			☆		
ARIZONA			☆		
ARKANSAS			☆		
CALIFORNIA			☆		
COLORADO			☆		
CONNECTICUT			☆		
DELAWARE			☆		
FLORIDA			☆		
GEORGIA			○		
HAWAII			☆		
IDAHO			☆		
ILLINOIS			☆		
INDIANA					
IOWA					
KANSAS			☆		
KENTUCKY			○		
LOUISIANA			☆		
MAINE			☆		
MARYLAND			☆		
MASSACHUSETTS			☆		
MICHIGAN			☆		
MINNESOTA			☆		
MISSISSIPPI			☆		
MISSOURI			○		
MONTANA			○		
NEBRASKA			☆		
NEVADA			☆		
NEW HAMPSHIRE			☆		
NEW JERSEY			☆		
NEW MEXICO			☆		
NEW YORK			☆		
NO. CAROLINA			☆		
NO. DAKOTA					
OHIO			○		
OKLAHOMA			☆		
OREGON			☆		
PENNSYLVANIA			☆		
RHODE ISLAND			☆		
SO. CAROLINA			☆		
SO. DAKOTA			☆		
TENNESSEE			☆		
TEXAS			☆		
UTAH			☆		
VERMONT			☆		
VIRGINIA			○		
WASHINGTON			☆		
WEST VIRGINIA			☆		
WISCONSIN			☆		
WYOMING			☆		
FEDERAL			☆		

○ YES ● NO ☆ NO PROVISION

FIRE & SAFETY STANDARDS

FIRE EQUIPMENT & DRILLS

	Manual Operated Fire Alarm Required	Protection From Accidental Alarm Trapping Required	Portable Fire Extinguishers Required	Fire Drills Required	
ALABAMA	☆	☆	☆	☆	
ALASKA					
ARIZONA	○	☆	☆	☆	
ARKANSAS	☆	☆	☆	☆	
CALIFORNIA	☆	☆	☆	○	
COLORADO	☆	☆	○	☆	
CONNECTICUT	☆	☆	☆	☆	
DELAWARE	☆	☆	○	☆	
FLORIDA	☆	☆	○	○	
GEORGIA	☆	☆	☆	○	
HAWAII	☆	○	○	○	
IDAHO	☆	☆	☆	☆	
ILLINOIS	○	○	○	○	
INDIANA					
IOWA					
KANSAS	☆	☆	☆	☆	
KENTUCKY	☆	☆	○	○	
LOUISIANA	☆	☆	☆	☆	
MAINE	☆	☆	☆	○	
MARYLAND	☆	☆	☆	☆	
MASSACHUSETTS	☆	☆	☆	☆	
MICHIGAN	☆	☆	☆	☆	
MINNESOTA	☆	☆	○	○	
MISSISSIPPI	☆	☆	○	○	
MISSOURI	☆	☆	☆	○	
MONTANA	○	☆	☆	○	
NEBRASKA	○	☆	○	○	
NEVADA					
NEW HAMPSHIRE	○	☆	○	○	
NEW JERSEY	☆	☆	☆	☆	
NEW MEXICO					
NEW YORK	○	☆	○	○	
NO CAROLINA	☆	☆	☆	☆	
NO DAKOTA					
OHIO	☆	☆	☆	☆	
OKLAHOMA	☆	☆	○	○	
OREGON	☆	☆	☆	☆	
PENNSYLVANIA	☆	☆	☆	○	
RHODE ISLAND	☆	☆	☆	○	
SO CAROLINA	☆	☆	☆	☆	
SO DAKOTA	☆	☆	○	○	
TENNESSEE	☆	☆	☆	☆	
TEXAS	☆	☆	○	☆	
UTAH	☆	☆	☆	☆	
VERMONT	☆	☆	☆	☆	
VIRGINIA	☆	☆	☆	☆	
WASHINGTON	○	○	○	○	
WEST VIRGINIA	☆	☆	☆	☆	
WISCONSIN	☆	☆	○	☆	
WYOMING	☆	☆	☆	☆	
FEDERAL	☆	☆	○	☆	

○ YES ● NO ☆ NO PROVISION

FIRE & SAFETY STANDARDS

HEATING

ELECTRICAL SYSTEM

	Central Heating Plan Required	Enclosed Radiators Required	Portable Heating Prohibited		Maintained Wiring Required
ALABAMA	○	○	☆		☆
ALASKA					
ARIZONA	☆	☆	☆		☆
ARKANSAS	☆	○	☆		☆
CALIFORNIA	☆	☆	☆		☆
COLORADO	☆	○	○		☆
CONNECTICUT	☆	☆	☆		☆
DELAWARE	☆	○	☆		☆
FLORIDA	☆	○	○		☆
GEORGIA	☆	○	☆		☆
HAWAII	☆	☆	☆		☆
IDAHO	☆	☆	☆		○
ILLINOIS	☆	○	☆		○
INDIANA					
IOWA					
KANSAS	☆	☆	☆		☆
KENTUCKY	☆	○	○		☆
LOUISIANA	☆	○	☆		☆
MAINE	○	☆	☆		☆
MARYLAND	○	○	☆		☆
MASSACHUSETTS	○	○	○		☆
MICHIGAN	☆	○	○		☆
MINNESOTA	☆	○	☆		☆
MISSISSIPPI	☆	○	☆		☆
MISSOURI	○	○	☆		☆
MONTANA	○	○	☆		☆
NEBRASKA	○	☆	○		○
NEVADA					
NEW HAMPSHIRE	☆	○	☆		○
NEW JERSEY	☆	○	☆		☆
NEW MEXICO					
NEW YORK	☆	☆	○		☆
NO CAROLINA	☆	☆	☆		☆
NO DAKOTA					
OHIO	☆	☆	☆		☆
OKLAHOMA	☆	○	○		○
OREGON	☆	☆	☆		☆
PENNSYLVANIA	☆	○	○		☆
RHODE ISLAND	○	○	○		☆
SO CAROLINA	☆	☆	☆		☆
SO DAKOTA	☆	☆	☆		☆
TENNESSEE	☆	○	☆		☆
TEXAS	☆	○	○		☆
UTAH	☆	○	☆		☆
VERMONT	☆	○	☆		☆
VIRGINIA	☆	☆	☆		○
WASHINGTON	☆	☆	☆		☆
WEST VIRGINIA	☆	☆	☆		☆
WISCONSIN	☆	○	☆		☆
WYOMING	☆	☆	☆		☆
FEDERAL	☆	○	☆		○

○ YES ● NO ☆ NO PROVISION

FIRE & SAFETY STANDARDS

FIRE PROTECTION

	Inaccessible Flamible Storage Required	Use of Trash Receptacles Specified	Annual Fire Inspections Required	Fire Code Deviations Required	Facility Approved by Fire Authority Required
ALABAMA	☆	○	☆	○	○
ALASKA					
ARIZONA	○	○	○	☆	○
ARKANSAS	☆	○	○	○	○
CALIFORNIA	☆	☆	○	☆	○
COLORADO	○	○	○	☆	○
CONNECTICUT	☆	☆	☆	☆	○
DELAWARE	○	☆	☆	○	○
FLORIDA	○	○	○	☆	○
GEORGIA	☆	☆	☆	○	☆
HAWAII	○	○	○	○	○
IDAHO	☆	☆	☆	☆	○
ILLINOIS	○	○	○	☆	○
INDIANA					
IOWA					
KANSAS	☆	☆	☆	☆	○
KENTUCKY	☆	☆	☆	☆	☆
LOUISIANA	☆	☆	○	☆	○
MAINE	☆	☆	☆	☆	○
MARYLAND	☆	☆	☆	☆	☆
MASSACHUSETTS	☆	○	☆	☆	☆
MICHIGAN	☆	○	☆	☆	○
MINNESOTA	○	☆	○	☆	○
MISSISSIPPI	○	○	☆	☆	○
MISSOURI	☆	☆	○	☆	○
MONTANA	○	☆	☆	○	○
NEBRASKA	☆	☆	☆	☆	○
NEVADA					
NEW HAMPSHIRE	○	○	☆	☆	○
NEW JERSEY	☆	○	☆	☆	○
NEW MEXICO					
NEW YORK	○	☆	○	☆	○
NO CAROLINA	☆	☆	○	☆	○
NO DAKOTA					
OHIO	☆	☆	☆	☆	○
OKLAHOMA	○	☆	☆	☆	○
OREGON	☆	☆	☆	☆	○
PENNSYLVANIA	☆	☆	☆	☆	○
RHODE ISLAND	☆	☆	☆	☆	○
SO CAROLINA	☆	☆	☆	☆	○
SO DAKOTA	☆	☆	○	☆	○
TENNESSEE	○	☆	☆	☆	○
TEXAS	○	○	☆	☆	○
UTAH	☆	☆	☆	☆	○
VERMONT	☆	☆	☆	☆	○
VIRGINIA	☆	☆	☆	☆	○
WASHINGTON	○	☆	☆	☆	☆
WEST VIRGINIA	☆	☆	☆	☆	○
WISCONSIN	○	○	☆	☆	☆
WYOMING	☆	☆	☆	☆	☆
FEDERAL	○	○	○	☆	○

○ YES ● NO ☆ NO PROVISION

Chapter 4

STAFF REQUIREMENTS

To carry out the day care center's program in accordance with approved standards, proper provisions must be made for sufficient qualified staff members. The size of the staff depends on individual standards, but usually includes such things as the number of children, the type of program, and to a certain extent, the physical facilities. Most states require the staff to consist of at least a director, a child care worker or teacher, an assistant and some type of aide. In small centers an overlap in responsibilities may occur. The responsibilities and duties of the center's personnel are normally defined in state guidelines. Each of the following subcategories includes the specified requirements.

Director

The first subcategory deals with the Director of the day care center. Regulations specify the following items:

1. Minimum Age Required

   Some states require that the director have reached a certain age.

2. Minimum Education Required

   A minimum amount of college credit or equivalent experience may be a prerequisite for the day care director. Many states recommended or require a master's degree, preferably in childhood education and development, social work, or a related field of child welfare as well as responsible

experience working in group programs for young children.

3. Administrative Duties Specified

The director's duties normally include such things as staff selection and training, organization of the program, purchasing supplies, maintaining records, and all other duties ordinarily considered to be of an administrative nature.

Child Care Worker or Teacher

The second subcategory includes those standards which requires the qualifications of the Child Care Worker or Teacher.

1. Minimum Age Required

The minimum age of the child care worker or teacher is often stated in the guidelines and licensing standards.

2. Minimum Education Required

As with the director, the child care worker or teacher is not considered qualified for the position unless certain minimum educational experiences have been met. Usually the standards require or recommend professional education in early childhood education or child development and teaching experience.

3. Responsibilities Specified

The child care worker or teacher's duties normally include the planning and supervision of the daily activities of the children.

Assistant

The next subcategory of Staff Requirements refers to the day care

Assistant. The assistant in a day care center is usually considered to be an aide to the teacher and therefore works directly with the children under the teacher's supervision. Items include:

1. Minimum Age Required

Restrictions are often placed on how young an assistant can be to qualify for the position.

2. Minimum Education Required

A high school diploma, its equivalency, or completion of an approved course in child development often may be included in the qualifications for an assistant's position, although the educational qualifications vary in different states.

3. Responsibilities Specified

The assistant helps supervise the children and has many of the same responsibilities as the teacher.

Student Helpers or Aides

Student Helpers and Aides are the fourth area of concern under Staff Requirements.

1. Minimum Age Required

Normally the only age restriction placed on the student helpers or aides is that they be a specified number of years older than the oldest child in the center or at least sixteen years old. As with most of the standards, this varies from state to state.

2. Responsibilities Specified

Many states provide for direct supervision of student helpers or aides

and prohibit their substituting or taking the responsibility of regular staff members.

Health Requirements

The last category consists of Health Requirements for the day care staff.

1. Pre-employment Medical Examination Required

Everyone employed by the day care center should have a pre-employment physical examination including chest X-ray and other tests recommended or required by the local health board, local legisiation, and/or the staff physician.

2. Annual Medical Examinations Required

As with the pre-employment examination, the recommendations and requirements of the state department of health should be followed with regard to the nature and frequency of the personnels' physical examinations.

Only one item was deleted from the original list. This item was the requirement for minimum education for student helpers or aides. Most guidelines had no stated provisions concerning mandatory education for helpers or aides.

Staff-Child Ratios

Because Staff-Child Ratios are so important as design requirements for new programs a separate chart has been constructed to show these ratios. A few states have different ratios for children starting at 18 months. These states are noted by an asterisk in the chart. Some states designate ratios

descriptively rather than by numerical ages. Where this was done the words children's or preschoolers, was arbitrarily designated to mean those between the ages of three and six years. Infants include those from birth to one year of age and toddlers from one year to three years.

Some states show no ratios. This is because their guidelines are being currently revised or because there are no provisions which prescribed ratios in the materials used in this study.

STAFF REQUIREMENTS

DIRECTOR

		Minimum Age Required	Minimum Education Required	Responsibilities Specified	
ALABAMA		○	○	○	
ALASKA					
ARIZONA		○	☆	☆	
ARKANSAS		○	○	☆	
CALIFORNIA		○	○	☆	
COLORADO		☆	○	○	
CONNECTICUT		☆	○	☆	
DELAWARE		○	○	○	
FLORIDA		☆	☆	☆	
GEORGIA		○	○	☆	
HAWAII		☆	○	○	
IDAHO		☆	☆	☆	
ILLINOIS		○	○	○	
INDIANA					
IOWA					
KANSAS		☆	☆	☆	
KENTUCKY		☆	☆	☆	
LOUISIANA		☆	☆	☆	
MAINE		○	○	☆	
MARYLAND		☆	☆	☆	
MASSACHUSETTS		☆	○	○	
MICHIGAN		☆	☆	☆	
MINNESOTA		☆	☆	☆	
MISSISSIPPI		○	○	○	
MISSOURI		○	○	☆	
MONTANA		☆	☆	☆	
NEBRASKA		○	○	☆	
NEVADA					
NEW HAMPSHIRE		○	○	☆	
NEW JERSEY		☆	○	○	
NEW MEXICO					
NEW YORK		○	○	○	
NO CAROLINA		○	☆	○	
NO DAKOTA					
OHIO		○	○	○	
OKLAHOMA		☆	☆	☆	
OREGON		☆	☆	○	
PENNSYLVANIA		○	○	○	
RHODE ISLAND		☆	☆	○	
SO CAROLINA		○	☆	☆	
SO DAKOTA		○	○	☆	
TENNESSEE		○	○	☆	
TEXAS		○	○	☆	
UTAH		☆	☆	☆	
VERMONT		○	○	☆	
VIRGINIA		☆	☆	☆	
WASHINGTON		○	○	○	
WEST VIRGINIA		○	○	○	
WISCONSIN		○	○	☆	
WYOMING		○	○	☆	
FEDERAL		○	☆	☆	

○ YES ● NO ☆ NO PROVISION

STAFF REQUIREMENTS

CHILD CARE TEACHER

		Minimum Age Required	Minimum Education Required	Responsibilities Specified	
ALABAMA		○	○	○	
ALASKA		☆	☆	☆	
ARIZONA		○	○	○	
ARKANSAS		☆	☆	☆	
CALIFORNIA		○	○	○	
COLORADO		☆	☆	☆	
CONNECTICUT		○	○	☆	
DELAWARE		☆	☆	☆	
FLORIDA		○	○	☆	
GEORGIA		☆	☆	○	
HAWAII		☆	☆	☆	
IDAHO		○	○	○	
ILLINOIS					
INDIANA		☆	☆	☆	
IOWA		☆	☆	☆	
KANSAS		☆	☆	☆	
KENTUCKY		☆	☆	☆	
LOUISIANA		☆	○	☆	
MAINE		☆	☆	☆	
MARYLAND		☆	○	☆	
MASSACHUSETTS		☆	☆	○	
MICHIGAN		☆	☆	☆	
MINNESOTA		○	○	○	
MISSISSIPPI		○	○	☆	
MISSOURI		☆	☆	☆	
MONTANA		○	○	☆	
NEBRASKA		☆	☆	☆	
NEVADA		○	○	☆	
NEW HAMPSHIRE		☆	○	○	
NEW JERSEY		○	○	☆	
NEW MEXICO		☆	☆	☆	
NEW YORK		☆	○	☆	
NO CAROLINA		○	○	○	
NO DAKOTA		☆	☆	☆	
OHIO		☆	○	☆	
OKLAHOMA		☆	○	☆	
OREGON		☆	☆	☆	
PENNSYLVANIA		☆	○	○	
RHODE ISLAND		☆	○	☆	
SO CAROLINA		○	☆	☆	
SO DAKOTA		○	○	○	
TENNESSEE		○	○	☆	
TEXAS		☆	☆	☆	
UTAH		☆	☆	☆	
VERMONT		○	☆	☆	
VIRGINIA		☆	○	○	
WASHINGTON		○	○	☆	
WEST VIRGINIA		○	☆	☆	
WISCONSIN		○	○	☆	
WYOMING		○	☆	☆	
FEDERAL		○	☆	☆	

○ YES ● NO ☆ NO PROVISION

STAFF REQUIREMENTS

ASSISTANTS

		Minimum Age Required	Minimum Education Required	Responsibilities Specified	
ALABAMA		☆	☆	☆	
ALASKA					
ARIZONA		○	☆	○	
ARKANSAS		○	○	☆	
CALIFORNIA		○	○	☆	
COLORADO		☆	○	○	
CONNECTICUT		☆	○	○	
DELAWARE		☆	☆	☆	
FLORIDA		☆	☆	☆	
GEORGIA		○	○	☆	
HAWAII		☆	○	○	
IDAHO		☆	☆	☆	
ILLINOIS		○	○	○	
INDIANA					
IOWA					
KANSAS		☆	☆	☆	
KENTUCKY		☆	☆	☆	
LOUISIANA		☆	☆	☆	
MAINE		○	○	☆	
MARYLAND		☆	☆	☆	
MASSACHUSETTS		☆	○	☆	
MICHIGAN		☆	○	☆	
MINNESOTA		☆	☆	☆	
MISSISSIPPI		○	○	○	
MISSOURI		☆	☆	☆	
MONTANA		☆	☆	☆	
NEBRASKA		☆	☆	☆	
NEVADA					
NEW HAMPSHIRE		○	☆	☆	
NEW JERSEY		☆	○	☆	
NEW MEXICO					
NEW YORK		○	☆	○	
NO CAROLINA		○	☆	☆	
NO DAKOTA					
OHIO		☆	☆	☆	
OKLAHOMA		☆	○	☆	
OREGON		☆	○	☆	
PENNSYLVANIA		☆	○	○	
RHODE ISLAND		☆	○	☆	
SO CAROLINA		○	☆	☆	
SO DAKOTA		○	○	○	
TENNESSEE		○	○	☆	
TEXAS		☆	☆	☆	
UTAH		☆	☆	☆	
VERMONT		○	☆	☆	
VIRGINIA		☆	○	○	
WASHINGTON		☆	☆	☆	
WEST VIRGINIA		☆	○	☆	
WISCONSIN		○	○	☆	
WYOMING		○	☆	☆	
FEDERAL		○	☆	☆	

○ YES ● NO ☆ NO PROVISION

STAFF REQUIREMENTS

STUDENT HELPERS

		Minimum Age Required	Minimum Education Required	Responsibilities Specified	
ALABAMA		☆	☆	☆	
ALASKA		○	☆	○	
ARIZONA		○	☆	☆	
ARKANSAS		☆	☆	☆	
CALIFORNIA		○	☆	○	
COLORADO		☆	☆	☆	
CONNECTICUT		○	☆	○	
DELAWARE		☆	☆	☆	
FLORIDA		○	○	☆	
GEORGIA		☆	☆	☆	
HAWAII		☆	☆	☆	
IDAHO		○	☆	○	
ILLINOIS					
INDIANA					
IOWA		☆	☆	☆	
KANSAS		☆	☆	☆	
KENTUCKY		☆	☆	☆	
LOUISIANA		☆	☆	☆	
MAINE		☆	☆	☆	
MARYLAND		○	☆	☆	
MASSACHUSETTS		☆	☆	☆	
MICHIGAN		☆	☆	☆	
MINNESOTA		☆	☆	☆	
MISSISSIPPI		☆	☆	☆	
MISSOURI		○	☆	☆	
MONTANA		☆	☆	○	
NEBRASKA					
NEVADA		○	☆	☆	
NEW HAMPSHIRE		☆	☆	☆	
NEW JERSEY					
NEW MEXICO		○	☆	○	
NEW YORK		○	☆	☆	
NO CAROLINA					
NO DAKOTA		☆	☆	☆	
OHIO		☆	☆	☆	
OKLAHOMA		☆	☆	☆	
OREGON		☆	☆	○	
PENNSYLVANIA		☆	☆	○	
RHODE ISLAND		☆	☆	☆	
SO CAROLINA		○	☆	○	
SO DAKOTA		☆	○	☆	
TENNESSEE		☆	☆	☆	
TEXAS		☆	☆	○	
UTAH		☆	☆	☆	
VERMONT		☆	☆	☆	
VIRGINIA		☆	☆	○	
WASHINGTON		○	☆	☆	
WEST VIRGINIA		○	☆	☆	
WISCONSIN		○	☆	☆	
WYOMING		○	☆	☆	
FEDERAL					

○ YES ● NO ☆ NO PROVISION

STAFF REQUIREMENTS

STAFF HEALTH

			Pre-Employment Medical Exam Required	Annual Medical Exam Required	
ALABAMA			○	○	
ALASKA			○	○	
ARIZONA			○	☆	
ARKANSAS			○	○	
CALIFORNIA			○	○	
COLORADO			○	○	
CONNECTICUT			○	○	
DELAWARE			○	○	
FLORIDA			○	○	
GEORGIA			○	○	
HAWAII			○	○	
IDAHO			☆	☆	
ILLINOIS			○	●	
INDIANA			○	○	
IOWA			○	○	
KANSAS			○	☆	
KENTUCKY			○	○	
LOUISIANA			○	○	
MAINE			○	○	
MARYLAND			○	○	
MASSACHUSETTS			○	●	
MICHIGAN			○	☆	
MINNESOTA			○	○	
MISSISSIPPI			○	○	
MISSOURI			○	○	
MONTANA			○	☆	
NEBRASKA			○	☆	
NEVADA			○	○	
NEW HAMPSHIRE			○	○	
NEW JERSEY			○	○	
NEW MEXICO			○	○	
NEW YORK			☆	☆	
NO CAROLINA			○	○	
NO DAKOTA			○	○	
OHIO			○	☆	
OKLAHOMA			○	○	
OREGON			○	○	
PENNSYLVANIA			○	○	
RHODE ISLAND			○	○	
SO CAROLINA			○	○	
SO DAKOTA			○	○	
TENNESSEE			○	○	
TEXAS			○	○	
UTAH			○	○	
VERMONT			○	○	
VIRGINIA			○	●	
WASHINGTON			○	○	
WEST VIRGINIA			○	○	
WISCONSIN			○	○	
WYOMING			○	○	
FEDERAL			○	○	

○ YES ● NO ☆ NO PROVISION

STAFF:CHILD RATIOS

	0 TO 1	1 TO 2	2 TO 2½	2½ TO 3	3 TO 4	4 TO 5	5 TO 6	6 TO 7
ALABAMA	–	–	–	10	10	20	20	25
ALASKA	–	–	–	–	–	–	–	–
ARIZONA	10	10	10	10	15	20	25	25
ARKANSAS			10	10	10	10	10	–
CALIFORNIA	–	–	–	–	–	–	–	–
COLORADO	–	–	–	8	10	12	15	15
CONNECTICUT	4	4	4	4	15	20	20	25
DELAWARE	5	8	8	15	15	20	20	25
FLORIDA	5	5	10	10	10	10	10	15
GEORGIA *	7	10	10	10	15	18	20	20
HAWAII	–	–	10	10	15	20	25	25
IDAHO	–	–	–	–	–	–	–	–
ILLINOIS	6	6	8	8	10	10	25	25
INDIANA	–	–	–	–	–	–	–	–
IOWA	–	–	–	–	–	–	–	–
KANSAS					12	12	16	16
KENTUCKY *	6	6	8	8	10	12	15	
LOUISIANA	6	6	14	14	14	14	14	14
MAINE				8	10	15	18	20
MARYLAND	–	–	–	–	–	–	–	–
MASSACHUSETTS	–	–	–	–	10	10	15	15
MICHIGAN	–	–	–	10	10	12	20	–
MINNESOTA	–	–	–	–	7	7	7	7
MISSISSIPPI	–	–	8	8	10	15	20	25
MISSOURI	–	–	–	–	10	10	15	15
MONTANA	–	–	15	15	15	20	25	25
NEBRASKA			5	5	7	7	7	12
NEVADA	–	–	–	–	–	–	–	–
NEW HAMPSHIRE	–	–	–	–	–	–	–	–
NEW JERSEY	–	–	–	–	–	–	–	–
NEW MEXICO	–	–	–	–	–	–	–	–
NEW YORK	–	–	–	–	5	7	7	10
NO. CAROLINA	8	8	12	12	15	20	25	25
NO. DAKOTA	–	–	–	–	–	–	–	–
OHIO *	8	8	10	10	15	15	20	20
OKLAHOMA	4	6	6	18	12	15	15	20
OREGON	–	–	–	–	–	–	–	–
PENNSYLVANIA		–	–	–	5			10
RHODE ISLAND	–	–	–	–	10	15	25	–
SO. CAROLINA	6	6	8	8	10	14	15	–
SO. DAKOTA	5	5	5	5	8	8	8	8
TENNESSEE	–	–	–	–	10	15	25	30
TEXAS *	4	6	8	8	12		18	20
UTAH	–	–	10	10	15	15	20	20
VERMONT	–	–	–	–	8	8	8	10
VIRGINIA	3	3	10	10	10	10	10	10
WASHINGTON	–	–	–	–	10	10	10	10
WEST VIRGINIA	–		8	8	10	15	18	20
WISCONSIN	3	4	6	8	10	12	16	16
WYOMING			10	10	10	15	20	–
FEDERAL	–		–	–	5			

Chapter 5

RECORDS AND REPORTS

This category deals with the types of records the center must keep about its general operation, the care of the children, and the history of their parents.

Recorded Information

The first subcategory under Records and Reports is concerned with the type of information which is to be recorded and filed in the center.

1. Child Records Required

The day care center in most states must keep current, adequate records on each child in its care. At minimum, the records must include the child's name, birthdate, and personal data.

2. Parent Records Required

Filed information should include parent's name, address, place of business, phone numbers, etc. The content and form of the records may vary from center to center depending on the use of the record but should always be kept confidential.

3. Record of Persons Authorized to Call Required

For the safety of the child and the protection of the center, those persons other than parents who have been authorized by the parent to call for the child should be kept on record.

Licenses and Certificates

The second subcategory is concerned with the Licenses and Certificates required in a day care center.

1. Current Health Records Required

Health certificates and records on each child in care should always be kept current. Periodic updating should be a standard procedure. Many state departments of health require the center to maintain prescribed records and file reports.

2. Displayed Day Care License Required

Some states require that the center prominently display its day care license.

3. Accessible Day Care Standards Required

A few states require that a copy of the current state day care standards must be located on the premises and available at all times to the staff.

Miscellaneous Records

1. Past Menus Kept on File

Where meals are served, centers may be required to keep past menus on file for a specified length of time.

2. Personnel Records Required

Records similar to parent and child records must be maintained on each employee of the center in many states. As with other written records, these normally include biographical information for personnel.

Three items were mentioned or required in some of the guidelines but they proved to be too infrequent to warrant classification in the charts.

A few state's standards require the center to display the fire and safety certificate as well as the day care license.

RECORDS & REPORTS

RECORDED INFORMATION

			Child Records Required	Parent Records Required	Record of Authorized Persons Required
ALABAMA			○	○	☆
ALASKA					
ARIZONA			○	○	☆
ARKANSAS			○	○	☆
CALIFORNIA			○	○	○
COLORADO			○	○	○
CONNECTICUT			○	○	○
DELAWARE			○	○	☆
FLORIDA			○	○	☆
GEORGIA			○	○	☆
HAWAII			○	☆	☆
IDAHO			○	○	☆
ILLINOIS			○	○	☆
INDIANA					
IOWA					
KANSAS			○	☆	☆
KENTUCKY			○	☆	☆
LOUISIANA			○	☆	☆
MAINE			○	○	○
MARYLAND			○	○	☆
MASSACHUSETTS			○	○	☆
MICHIGAN			○	☆	☆
MINNESOTA			○	○	☆
MISSISSIPPI			○	○	☆
MISSOURI			○	○	☆
MONTANA			○	○	☆
NEBRASKA			○	○	○
NEVADA					
NEW HAMPSHIRE			☆	☆	☆
NEW JERSEY			☆	☆	☆
NEW MEXICO					
NEW YORK			○	○	☆
NO CAROLINA			○	☆	☆
NO DAKOTA					
OHIO			○	○	☆
OKLAHOMA			○	☆	○
OREGON			○	☆	☆
PENNSYLVANIA			○	☆	☆
RHODE ISLAND			○	☆	☆
SO CAROLINA			○	○	☆
SO DAKOTA			○	○	☆
TENNESSEE			○	○	☆
TEXAS			○	○	○
UTAH			☆	☆	☆
VERMONT			○	○	☆
VIRGINIA			○	☆	☆
WASHINGTON			○	○	☆
WEST VIRGINIA			○	○	☆
WISCONSIN			○	○	○
WYOMING			○	○	☆
FEDERAL			○	○	○

○ YES ● NO ☆ NO PROVISION

RECORDS & REPORTS

LICENSE & CERTIFICATES

		Current Health Records Required	Displayed Fire & Safety Certificate Required	Displayed Day Care License Required	Accessible Day Care Standards Required
ALABAMA		○	☆	☆	☆
ALASKA		○	☆	○	☆
ARIZONA		○	☆	☆	☆
ARKANSAS		☆	☆	○	☆
CALIFORNIA		○	☆	○	☆
COLORADO		☆	☆	○	☆
CONNECTICUT		○	☆	○	☆
DELAWARE		○	☆	○	☆
FLORIDA		○	☆	○	☆
GEORGIA		○	☆	○	☆
HAWAII		○	☆	○	☆
IDAHO		☆	☆	○	☆
ILLINOIS		○	☆	○	☆
INDIANA		○	☆	○	☆
IOWA		○	☆	○	☆
KANSAS		○	☆	○	☆
KENTUCKY		○	☆	○	☆
LOUISIANA		○	☆	○	☆
MAINE		○	☆	○	☆
MARYLAND		○	☆	○	☆
MASSACHUSETTS		○	☆	○	☆
MICHIGAN		○	☆	○	☆
MINNESOTA		○	☆	○	☆
MISSISSIPPI		○	☆	○	☆
MISSOURI		○	☆	○	☆
MONTANA		○	☆	○	☆
NEBRASKA		○	☆	○	☆
NEVADA		○	☆	○	☆
NEW HAMPSHIRE		☆	☆	☆	☆
NEW JERSEY		○	☆	○	☆
NEW MEXICO		○	☆	○	☆
NEW YORK		○	☆	○	☆
NO CAROLINA		○	☆	○	☆
NO DAKOTA		○	☆	○	☆
OHIO		○	☆	○	☆
OKLAHOMA		○	☆	○	☆
OREGON		○	☆	○	☆
PENNSYLVANIA		○	☆	○	☆
RHODE ISLAND		○	☆	○	☆
SO CAROLINA		○	☆	○	☆
SO DAKOTA		○	☆	○	☆
TENNESSEE		○	☆	○	☆
TEXAS		○	☆	○	☆
UTAH		○	☆	○	☆
VERMONT		○	☆	○	☆
VIRGINIA		○	☆	○	☆
WASHINGTON		☆	☆	☆	☆
WEST VIRGINIA		○	☆	○	☆
WISCONSIN		○	☆	☆	☆
WYOMING		○	☆	☆	☆
FEDERAL		○	☆	☆	☆

○ YES ● NO ☆ NO PROVISION

RECORDS & REPORTS

MISCELLANEOUS

				File of Past Menus Required	Personnel Records Required
ALABAMA				☆	○
ALASKA				☆	○
ARIZONA				☆	○
ARKANSAS				☆	○
CALIFORNIA				☆	○
COLORADO				○	○
CONNECTICUT				☆	○
DELAWARE				○	☆
FLORIDA				☆	○
GEORGIA				☆	☆
HAWAII				☆	☆
IDAHO				○	○
ILLINOIS					
INDIANA					
IOWA					
KANSAS				○	☆
KENTUCKY				☆	○
LOUISIANA				☆	○
MAINE				☆	○
MARYLAND				○	○
MASSACHUSETTS				○	☆
MICHIGAN				☆	○
MINNESOTA				☆	○
MISSISSIPPI				☆	○
MISSOURI				☆	☆
MONTANA				☆	○
NEBRASKA				☆	☆
NEVADA					
NEW HAMPSHIRE				☆	☆
NEW JERSEY				☆	☆
NEW MEXICO					
NEW YORK				☆	☆
NO CAROLINA				☆	○
NO DAKOTA					
OHIO				☆	○
OKLAHOMA				☆	○
OREGON				☆	○
PENNSYLVANIA				☆	☆
RHODE ISLAND				○	○
SO CAROLINA				☆	☆
SO DAKOTA				☆	○
TENNESSEE				☆	○
TEXAS				☆	○
UTAH				○	○
VERMONT				☆	☆
VIRGINIA				☆	☆
WASHINGTON				☆	☆
WEST VIRGINIA				☆	○
WISCONSIN				☆	○
WYOMING				☆	○
FEDERAL				☆	○

○ YES ● NO ☆ NO PROVISION

Chapter 6

PARENT INVOLVEMENT

Although many of the states do not require specific procedures and policies regarding parent involvement, most of the standards emphasize the importance of good relationships and communication between the center's staff and parents. The staff should communicate regularly with individual parents about their child's progress, activities, and any other pertinent information concerning their child.

1. Regular Home-Staff Communication Required

The only standard listed on the chart is regular home-staff communication. This communication may be formal as in scheduled conferences or informal as discussions with parents as they leave and pick up their children.

Some state guidelines require parent-teacher conferences, however, this requirement is limited to the few states that appear on the chart.

PARENT INVOLVEMENT

		Regular Home-Staff Communication Required	Parent-Teacher Conferences Required		
ALABAMA		☆	☆		
ALASKA		☆	☆		
ARIZONA		☆	☆		
ARKANSAS		○	☆		
CALIFORNIA		○	☆		
COLORADO		☆	☆		
CONNECTICUT		☆	☆		
DELAWARE		☆	☆		
FLORIDA		☆	☆		
GEORGIA		☆	☆		
HAWAII		☆	☆		
IDAHO		☆	☆		
ILLINOIS		●	●		
INDIANA		☆	☆		
IOWA		☆	☆		
KANSAS		☆	☆		
KENTUCKY		☆	☆		
LOUISIANA		☆	☆		
MAINE		○	○		
MARYLAND		☆	☆		
MASSACHUSETTS		○	☆		
MICHIGAN		☆	☆		
MINNESOTA		○	☆		
MISSISSIPPI		☆	☆		
MISSOURI		☆	☆		
MONTANA		☆	☆		
NEBRASKA		☆	☆		
NEVADA		☆	☆		
NEW HAMPSHIRE		☆	☆		
NEW JERSEY		☆	☆		
NEW MEXICO		☆	☆		
NEW YORK		☆	☆		
NO CAROLINA		☆	☆		
NO DAKOTA		☆	☆		
OHIO		☆	☆		
OKLAHOMA		☆	☆		
OREGON		☆	☆		
PENNSYLVANIA		☆	☆		
RHODE ISLAND		☆	☆		
SO CAROLINA		☆	☆		
SO DAKOTA		☆	☆		
TENNESSEE		☆	☆		
TEXAS		○	☆		
UTAH		☆	☆		
VERMONT		☆	☆		
VIRGINIA		☆	☆		
WASHINGTON		☆	☆		
WEST VIRGINIA		☆	☆		
WISCONSIN		☆	☆		
WYOMING		☆	☆		
FEDERAL		○	☆		

○ YES ● NO ☆ NO PROVISION

Chapter 7

SANITATION

The seventh category deals with regulation of the drinking water supply and toilet facilities in a day care center. Unsanitary conditions jeopardize the health and safety of the children and increase the possibility of spreading infections. All local laws regarding sanitation should be adhered to, as well as precautions added by the individual center.

Within water facilities such items as the source of the water supply, accessibility of drinking water and the manner by which children are allowed to consume water are normally specified in guidelines. Toilet facilities including location and type are also discussed. Two subcategories appear on the charts: (1) Drinking Water and (2) Toilet Facilities.

Drinking Water

The first subcategory is concerned with drinking water requirements.

1. Approved Water Required

If water is obtained from a source other than an approved public water supply, it must be certified as safe by the state department of health.

2. Non-Contaminable Plumbing and Drainage Systems Required

Some guidelines state or recommend the construction of plumbing and drainage systems to avoid contamination of safe drinking water supplies.

3. Readily Accessible Drinking Water Required

Drinking water should be readily accessible to children at all times.

4. Common Drinking Cups Prohibited

To avoid the spread of infection, individual drinking cups or inclined jet-type drinking fountains should be provided. More than one child should not be allowed to drink from the same cup.

5. Bubbler-Type Drinking Fountains Prohibited

For the same reasons that common drinking cups are prohibited, bubbler-type fountains are prohibited. If the center has drinking fountains, they should be the jet angle type.

Toilet Facilities

The second subcategory includes standards for toilet facilities. Accessibility and an adequate number of toilets is very important in day care centers. The safety and ease of use of the equipment are equally important factors to consider. Items described in guidelines include:

1. Number of Washbowls and Toilets Specified

The number of toilet and handwashing facilities is specified according to the number and age of children in the center.

2. Stable Toilet Stools and Platforms Required

In a center where adult facilities are used by children, non-tippable stools or platforms to raise the floor level should be provided.

3. Toilet-Washbowls Accessibility Required

For sanitation and hygiene, handwashing facilities should be readily accessible to toilets.

4. Indoor-Outdoor Accessibility to Toilet Room Required

For the children's convenience and health practices, toilets should be adjacent to both indoor and outdoor play areas.

5. Open Front Toilet Seats Required

Children have less difficulty with the open front toilet seats and therefore many states require this type of equipment.

6. Sanitary Toilet Areas Required

The toilet area of the day care center should be clean, free from odor, and well ventilated.

7. Tubs and Showers Required

To ensure bodily cleanliness, tubs or showers should be available.

8. Use of Common Toilet Articles Prohibited

Articles such as wash cloths, brushes, and combs should be used by one child only and individually stored.

SANITATION

WATER

	Approved Water Required	Non-Contaminable Plumbing Required	Accessible Drinking Water Required	Common Drinking Cups Prohibited	Bubbler Fountains Prohibited
ALABAMA	○	○	○	☆	○
ALASKA					
ARIZONA	○	☆	☆	☆	○
ARKANSAS	○	☆	☆	☆	☆
CALIFORNIA	○	☆	○	○	☆
COLORADO	○	○	☆	○	●
CONNECTICUT	○	○	○	☆	☆
DELAWARE	☆	☆	☆	○	☆
FLORIDA	○	☆	○	☆	☆
GEORGIA	☆	☆	☆	☆	☆
HAWAII	○	☆	☆	☆	☆
IDAHO	○	☆	☆	☆	☆
ILLINOIS	○	☆	☆	☆	☆
INDIANA					
IOWA					
KANSAS	☆	☆	○	○	☆
KENTUCKY	☆	☆	☆	○	☆
LOUISIANA	☆	☆	○	☆	☆
MAINE	○	☆	○	☆	☆
MARYLAND	○	○	○	☆	○
MASSACHUSETTS	☆	☆	○	○	☆
MICHIGAN	☆	○	☆	○	☆
MINNESOTA	☆	☆	☆	☆	☆
MISSISSIPPI	☆	☆	☆	☆	☆
MISSOURI	☆	☆	☆	☆	☆
MONTANA	○	○	☆	○	☆
NEBRASKA	☆	○	○	○	☆
NEVADA					
NEW HAMPSHIRE	☆	☆	○	○	☆
NEW JERSEY	○	☆	☆	○	☆
NEW MEXICO					
NEW YORK	○	○	☆	○	○
NO CAROLINA	☆	☆	☆	☆	☆
NO DAKOTA					
OHIO	☆	☆	☆	☆	☆
OKLAHOMA	○	☆	☆	○	☆
OREGON	☆	○	☆	○	☆
PENNSYLVANIA	☆	☆	☆	○	○
RHODE ISLAND	☆	☆	☆	○	☆
SO CAROLINA	☆	☆	☆	☆	☆
SO DAKOTA	☆	☆	☆	○	☆
TENNESSEE	○	☆	○	☆	☆
TEXAS	☆	☆	☆	○	☆
UTAH	☆	☆	☆	☆	○
VERMONT	☆	☆	☆	○	☆
VIRGINIA	○	☆	○	☆	☆
WASHINGTON	○	○	☆	○	○
WEST VIRGINIA	☆	☆	○	☆	○
WISCONSIN	☆	☆	☆	○	☆
WYOMING	☆	☆	○	☆	○
FEDERAL	○	○	○	○	○

○ YES ● NO ☆ NO PROVISION

SANITATION

TOILET FACILITIES

	Number of Washbowls & Toilets Specified	Stable Toilet Stools & Platforms Required	Toilet-Washbowl Accessibility Required	Indoor-Outdoor Accessibility to Toilet Required	Open Front Toilet Seats Required
ALABAMA	○	○	☆	○	☆
ALASKA					
ARIZONA	○	○	☆	☆	☆
ARKANSAS	○	○	☆	☆	☆
CALIFORNIA	○	○	☆	☆	☆
COLORADO	○	○	☆	☆	☆
CONNECTICUT	○	○	☆	☆	☆
DELAWARE	☆	☆	☆	☆	☆
FLORIDA	○	○	☆	☆	☆
GEORGIA	○	○	☆	☆	☆
HAWAII	○	○	☆	☆	☆
IDAHO	○	○	☆	☆	☆
ILLINOIS	○	○	☆	☆	☆
INDIANA	○	○	☆	☆	☆
IOWA	○	○	☆	☆	☆
KANSAS	○	○	☆	☆	☆
KENTUCKY	○	○	☆	☆	☆
LOUISIANA	○	○	☆	☆	☆
MAINE	○	○	☆	☆	☆
MARYLAND	○	○	☆	☆	☆
MASSACHUSETTS	○	○	☆	☆	☆
MICHIGAN	○	○	☆	☆	☆
MINNESOTA	○	○	☆	☆	☆
MISSISSIPPI	○	○	☆	☆	☆
MISSOURI	○	○	☆	☆	☆
MONTANA	○	○	☆	☆	☆
NEBRASKA	○	○	☆	☆	☆
NEVADA	○	○	☆	☆	☆
NEW HAMPSHIRE	○	○	☆	☆	☆
NEW JERSEY	○	○	☆	☆	☆
NEW MEXICO	○	○	☆	☆	☆
NEW YORK	○	○	☆	☆	☆
NO CAROLINA	☆	☆	☆	○	○
NO DAKOTA	○	○	☆	☆	☆
OHIO	○	○	☆	☆	☆
OKLAHOMA	○	○	☆	☆	☆
OREGON	○	○	☆	☆	☆
PENNSYLVANIA	○	○	☆	☆	☆
RHODE ISLAND	○	○	☆	☆	☆
SO CAROLINA	○	○	☆	☆	☆
SO DAKOTA	○	○	☆	☆	☆
TENNESSEE	○	○	☆	☆	☆
TEXAS	○	○	☆	☆	☆
UTAH	○	○	☆	☆	☆
VERMONT	○	○	☆	☆	☆
VIRGINIA	○	○	☆	☆	☆
WASHINGTON	○	○	☆	☆	☆
WEST VIRGINIA	○	○	☆	☆	☆
WISCONSIN	○	○	☆	☆	☆
WYOMING	○	○	☆	☆	☆
FEDERAL	○	☆	○	○	☆

○ YES ● NO ☆ NO PROVISION

SANITATION

TOILET FACILITIES

		Sanitary Toilet Facilities Required	Tubs & Showers Required	Common Toilet Articles Prohibited	
ALABAMA		☆	○	☆	
ALASKA		☆	☆	☆	
ARIZONA		○	☆	○	
ARKANSAS		☆	☆	☆	
CALIFORNIA		☆	☆	☆	
COLORADO		☆	☆	☆	
CONNECTICUT		○	☆	○	
DELAWARE		☆	☆	○	
FLORIDA		☆	☆	○	
GEORGIA		☆	○	○	
HAWAII		○	☆	○	
IDAHO		☆	☆	○	
ILLINOIS		☆	○	○	
INDIANA					
IOWA					
KANSAS		☆	☆	○	
KENTUCKY		○	☆	○	
LOUISIANA		☆	☆	○	
MAINE		○	☆	○	
MARYLAND		☆	☆	○	
MASSACHUSETTS		○	☆	○	
MICHIGAN		☆	☆	○	
MINNESOTA		○	☆	○	
MISSISSIPPI		☆	☆	○	
MISSOURI		☆	☆	○	
MONTANA		☆	☆	○	
NEBRASKA		○	☆	☆	
NEVADA					
NEW HAMPSHIRE		○	☆	●	
NEW JERSEY		○	☆	○	
NEW MEXICO					
NEW YORK		○	☆	○	
NO CAROLINA		☆	☆	☆	
NO DAKOTA		○	☆	○	
OHIO		☆	☆	☆	
OKLAHOMA		☆	☆	○	
OREGON		○	☆	○	
PENNSYLVANIA		☆	☆	○	
RHODE ISLAND		☆	☆	○	
SO CAROLINA		○	☆	○	
SO DAKOTA		☆	☆	○	
TENNESSEE		☆	☆	○	
TEXAS		☆	●	○	
UTAH		☆	☆	○	
VERMONT		☆	☆	○	
VIRGINIA		☆	☆	○	
WASHINGTON		○	☆	○	
WEST VIRGINIA		☆	☆	○	
WISCONSIN		☆	☆	○	
WYOMING		☆	☆	○	
FEDERAL		○	○	☆	

○ YES ● NO ☆ NO PROVISION

Chapter 8

EQUIPMENT

The category, Equipment, includes the type of equipment required or prohibited in a day care center. Three subcategories deal with the quality and type of general equipment such as indoor and outdoor furniture, and sleeping equipment. Also discussed in this section are the regulations for the storage and accessibility of the center's equipment.

The equipment in a day care center is very important for the child's safety and enjoyment. Selection of equipment should be based on the needs of the children and the center's program and should stimulate cooperative play. Included in the regulations discussing equipment specifications are the following items.

Quality and Type

The first subcategory describes regulations prescribing the quality and type of common day care equipment. Most states regulate the kinds of equipment best suited for children in a day care center. To ensure the children's safety, equipment should be of high quality and be durable enough to withstand active play. State requirements include the following:

1. Safe Equipment Specified

Equipment should be made of materials that can be readily cleaned and should not be colored or covered by any poisonous (lead) materials. All equipment should be in good condition and checked frequently to ensure proper maintenance.

Storage and Accessibility

Regulations governing how and when equipment should be stored include:

1. Adequate Storage Space Required

Suitable space should be provided for storage of such things as children's clothing; play and teaching equipment and supplies; records and files; cots, mats, bedding; cleaning equipment and supplies; and first aid equipment.

2. Individual Storage Space Required

Easily accessible individual child-sized lockers or hooks and shelves should be provided for children in the center.

3. Safe Installation and Placement Required

Placement of equipment should be planned to avoid the danger of collision and accidents and to permit freedom of action.

4. Easily Accessible Play Equipment Required

Play equipment should be stored within children's reach.

Sleeping Equipment

The next subcategory deals with sleeping and rest equipment. Standards concerned with sleeping equipment include any and all materials used by children for napping and rest periods.

1. Individual Beds or Cots Required

Individual canvas cots, beds, or cribs marked with the child's name should be provided. Sheets and bedding materials should be provided for each child.

2. Clean Sheets Required

Bedding used by the children should be clean.

3. Bed Facilities Sanitized Between Users

Cribs and beds should be well aired and freshened between users and clean sheets provided.

Items requiring waterproof mattress covers was omitted, due to its infrequent specification in the standards; however, many states recommended waterproof covers for cleanliness.

A second category under Sleeping Equipment concerns clean sheets. Although the requirement for clean sheets has been included in the charts, a few states also state the frequency for changing sheets. These standards state that sheets must be changed weekly or when soiled.

EQUIPMENT

QUALITY & TYPE

	Safe Equipment Specified	Child-Size Equipment Required	Outdoor Equipment Specified	Indoor Equipment Specified	Adequate Equipment Storage Required
ALABAMA	○	○	○	○	○
ALASKA					
ARIZONA	○	○	☆	☆	○
ARKANSAS	○	○	☆	☆	○
CALIFORNIA	☆	○	☆	☆	☆
COLORADO	○	○	○	○	○
CONNECTICUT	○	☆	☆	☆	☆
DELAWARE	☆	☆	☆	☆	☆
FLORIDA	○	○	☆	☆	☆
GEORGIA	☆	○	☆	☆	○
HAWAII	○	○	☆	☆	○
IDAHO	☆	☆	○	○	☆
ILLINOIS	○	○	☆	☆	○
INDIANA					
IOWA					
KANSAS	○	○	○	○	○
KENTUCKY	○	○	☆	☆	○
LOUISIANA	☆	○	○	○	☆
MAINE	○	○	☆	☆	☆
MARYLAND	○	☆	☆	☆	☆
MASSACHUSETTS	☆	☆	☆	☆	☆
MICHIGAN	○	○	○	○	○
MINNESOTA	○	○	○	○	☆
MISSISSIPPI	○	○	○	○	○
MISSOURI	○	○	☆	☆	○
MONTANA	○	○	○	○	○
NEBRASKA	☆	○	☆	☆	☆
NEVADA					
NEW HAMPSHIRE	○	○	☆	☆	☆
NEW JERSEY	○	☆	☆	☆	☆
NEW MEXICO					
NEW YORK	○	☆	○	○	☆
NO CAROLINA	☆	☆	☆	☆	☆
NO DAKOTA					
OHIO	○	☆	☆	☆	☆
OKLAHOMA	○	○	○	○	☆
OREGON	○	☆	☆	☆	☆
PENNSYLVANIA	○	○	○	○	☆
RHODE ISLAND	○	☆	☆	☆	○
SO CAROLINA	☆	☆	☆	☆	☆
SO DAKOTA	☆	☆	○	○	☆
TENNESSEE	○	☆	○	○	☆
TEXAS	○	○	○	○	☆
UTAH	○	○	○	○	☆
VERMONT	☆	☆	○	○	☆
VIRGINIA	○	○	○	○	☆
WASHINGTON	☆	☆	☆	☆	○
WEST VIRGINIA	☆	●	☆	☆	☆
WISCONSIN	○	○	○	○	○
WYOMING	☆	○	☆	☆	☆
FEDERAL	○	☆	☆	☆	☆

○ YES ● NO ☆ NO PROVISION

EQUIPMENT

QUALITY & TYPE

		Individual Child-Size Storage Required	Safe Installation of Equipment Required	Child Accessibility to Play Equipment Required	
ALABAMA		○	○	○	
ALASKA					
ARIZONA		○	○	○	
ARKANSAS		○	☆	○	
CALIFORNIA		☆	☆	○	
COLORADO		○	☆	○	
CONNECTICUT		☆	○	☆	
DELAWARE		☆	☆	☆	
FLORIDA		☆	☆	☆	
GEORGIA		○	☆	○	
HAWAII		○	○	☆	
IDAHO		☆	☆	○	
ILLINOIS		○	○	○	
INDIANA					
IOWA					
KANSAS		○	☆	○	
KENTUCKY		○	☆	○	
LOUISIANA		○	☆	○	
MAINE		○	☆	☆	
MARYLAND		☆	☆	☆	
MASSACHUSETTS		☆	☆	☆	
MICHIGAN		○	☆	○	
MINNESOTA		○	○	○	
MISSISSIPPI		○	☆	☆	
MISSOURI		○	○	☆	
MONTANA		☆	○	○	
NEBRASKA		○	☆	○	
NEVADA					
NEW HAMPSHIRE		○	☆	○	
NEW JERSEY		☆	☆	☆	
NEW MEXICO					
NEW YORK		☆	☆	○	
NO CAROLINA		☆	☆	☆	
NO DAKOTA					
OHIO		☆	☆	☆	
OKLAHOMA		☆	☆	○	
OREGON		☆	☆	☆	
PENNSYLVANIA		○	☆	○	
RHODE ISLAND		☆	☆	○	
SO CAROLINA		○	☆	☆	
SO DAKOTA		☆	☆	○	
TENNESSEE		☆	☆	☆	
TEXAS		☆	○	○	
UTAH		○	☆	☆	
VERMONT		☆	☆	☆	
VIRGINIA		☆	○	☆	
WASHINGTON		☆	☆	☆	
WEST VIRGINIA		☆	☆	○	
WISCONSIN		○	○	○	
WYOMING		☆	☆	☆	
FEDERAL		☆	☆	☆	

○ YES ● NO ☆ NO PROVISION

EQUIPMENT

SLEEPING EQUIPMENT

			Individual Cots Required	Clean Sheets Required	Sanitized Bed Facilities Required
ALABAMA			○	○	○
ALASKA			☆	☆	☆
ARIZONA			○	○	○
ARKANSAS			○	○	○
CALIFORNIA			☆	☆	☆
COLORADO			○	○	○
CONNECTICUT			○	○	○
DELAWARE			○	○	○
FLORIDA			○	○	○
GEORGIA			○	○	○
HAWAII			○	○	○
IDAHO			○	○	○
ILLINOIS			☆	☆	☆
INDIANA			○	○	○
IOWA			○	○	○
KANSAS			○	○	○
KENTUCKY			○	○	○
LOUISIANA			○	○	○
MAINE			○	○	○
MARYLAND			○	○	○
MASSACHUSETTS			○	○	○
MICHIGAN			○	○	○
MINNESOTA			○	○	○
MISSISSIPPI			○	○	○
MISSOURI			○	○	○
MONTANA			○	○	○
NEBRASKA			☆	☆	☆
NEVADA			○	○	○
NEW HAMPSHIRE			○	○	○
NEW JERSEY			○	○	○
NEW MEXICO			○	○	○
NEW YORK			○	○	○
NO CAROLINA			○	○	○
NO DAKOTA			○	○	○
OHIO			○	○	○
OKLAHOMA			○	○	○
OREGON			○	○	○
PENNSYLVANIA			○	○	○
RHODE ISLAND			○	○	○
SO CAROLINA			○	○	○
SO DAKOTA			○	○	○
TENNESSEE			○	○	○
TEXAS			○	○	○
UTAH			○	○	○
VERMONT			●	○	○
VIRGINIA			○	○	○
WASHINGTON			○	○	○
WEST VIRGINIA			○	○	○
WISCONSIN			☆	☆	☆
WYOMING			☆	☆	☆
FEDERAL			○	○	○

○ YES ● NO ☆ NO PROVISION

Chapter 9

PHYSICAL FACILITIES

Requirements for the day care center's physical facilities are normally well defined by state licensing agencies. The children's safety is of utmost importance and every precaution should be made to insure that the center's premises are free from hazards and potentially dangerous situations. Comfort is also an important feature and is monitored by temperature specifications, etc. The Physical Facilities category includes four subcategories: (1) Surfaces and Construction, (2) Safety and Cleanliness, (3) Ventilation and Lighting, and (4) Space Allocation. Specific minimum requirements for size and type of physical facilities are in direct relation to the number of children attending the center.

Surfaces and Construction

Included under Surfaces and Construction are the following items:

1. Maintained Floors Required

Floors in the day care center shall be clean, have a smooth, tight washable surface and be well maintained.

2. Maintained Walls Required

Walls shall be constructed of smooth, cleanable material and shall be maintained and free from holes.

Safety and Cleanliness

The second subcategory refers to Safety and Cleanliness.

1. Stairway Handrails Required

To insure children's safety handrails shall be required on all stairways.

2. Insect- and Rodent-Free Interiors Required

The interior of the building shall be free of insects and rodents.

3. Well-Drained Site Required

The agency shall be located on a well-drained site.

4. Window and Stairway Guards Required

Guards shall be provided on windows and at the top of stairwells.

Ventilation and Lighting

The third subcategory includes Ventilation and Lighting specifications.

1. Room Temperature Control Specified

A specified room temperature shall be maintained to insure the health and comfort of the children. Most states require that the temperature be maintained between 68° and 72° F.

2. Adjustable Window Shading Required

Adjustable shades or curtains shall be required on all windows. This provision insures children's protection from glare at playtime and dims the rooms for naptime.

3. Interior Artificial Lighting Required

Supplemental artificial light shall be provided.

4. Lighting Intensity Specified

A specified lighting intensity shall be required for various activity rooms of the center.

5. Ventilation Means Specified

The state shall specify the means by which the center will be ventilated, either by a certain amount of open windows or by air conditioning.

6. Door and Window Screening Required

All windows, doors, ventilators, and other outside openings shall be protected against insects with securely fastened screening, as the season requires.

Space Allocation

The fourth subcategory under Physical Facilities deals with space requirements.

1. Separate Office Space Required

Office space separated from the areas used by the children shall be provided for interviewing, conferences, making and keeping records, and handling of business.

2. Indoor Space Specified

A specified amount of open indoor space shall be required.

3. Outdoor Space Specified

A specified amount of safe outdoor play space shall be required.

4. Separate Play Areas Required

Separate areas shall be provided for children by age and maturity.

5. Direct Access to Outdoors Required

The outdoor play areas shall be directly accessible to the indoors.

6. Enclosed Outdoor Play Area Required

Outdoor areas used by children shall be enclosed by a fence or other effective means.

7. Visible Play Area Required

All of the play area shall be visible to the supervisor.

8. Separate Nap Areas Required

Napping space shall be large enough to provide a specified amount of space between cots or beds.

As in previous categories some items pertaining to physical facilities although important, were not common to most of the state guidelines. Included on this list of items were:

1. Carpeting shall be cleaned and well maintained.
2. Stairways shall be free of all debris.
3. Laundry facilities shall be separate from other areas.
4. The agency shall be open to inspection by local authorities.
5. Separate areas shall be provided for the various types of activities.
6. Swimming pools shall be certified by the department of health.

PHYSICAL FACILITIES

SURFACES & CONSTRUCTION

				Maintained Floors Required	Maintained Walls Required
ALABAMA				○	○
ALASKA					
ARIZONA				○	☆
ARKANSAS				○	○
CALIFORNIA				☆	☆
COLORADO				○	○
CONNECTICUT				○	☆
DELAWARE				☆	☆
FLORIDA				☆	☆
GEORGIA				☆	○
HAWAII				○	☆
IDAHO				○	☆
ILLINOIS				○	☆
INDIANA					
IOWA					
KANSAS				○	○
KENTUCKY				○	☆
LOUISIANA				☆	☆
MAINE				☆	☆
MARYLAND				☆	☆
MASSACHUSETTS				○	○
MICHIGAN				○	○
MINNESOTA				○	☆
MISSISSIPPI				○	○
MISSOURI				○	☆
MONTANA				○	☆
NEBRASKA				○	○
NEVADA					
NEW HAMPSHIRE				☆	○
NEW JERSEY				○	○
NEW MEXICO					
NEW YORK				☆	○
NO CAROLINA				○	☆
NO DAKOTA					
OHIO				☆	☆
OKLAHOMA				○	○
OREGON				☆	☆
PENNSYLVANIA				○	☆
RHODE ISLAND				○	☆
SO CAROLINA				○	☆
SO DAKOTA				☆	☆
TENNESSEE				○	○
TEXAS				○	☆
UTAH				○	☆
VERMONT				☆	☆
VIRGINIA				○	☆
WASHINGTON				☆	☆
WEST VIRGINIA				☆	☆
WISCONSIN				☆	☆
WYOMING				☆	☆
FEDERAL				☆	☆

○ YES ● NO ☆ NO PROVISION

PHYSICAL FACILITIES

SAFETY & CLEANLINESS

		Stairway Handrails Required	Insect & Rodent Free Interiors Required	Well-Drained Site Required	Windows & Stairway Guards Required
ALABAMA		☆	☆	☆	☆
ALASKA		○	○	☆	○
ARIZONA		☆	☆	○	☆
ARKANSAS		☆	☆	☆	☆
CALIFORNIA		○	☆	☆	○
COLORADO		○	☆	☆	☆
CONNECTICUT		☆	☆	☆	☆
DELAWARE		☆	○	☆	☆
FLORIDA		☆	☆	☆	☆
GEORGIA		○	☆	○	☆
HAWAII		☆	☆	○	☆
IDAHO		○	○	○	○
ILLINOIS		☆	○	○	☆
INDIANA					
IOWA					
KANSAS		☆	○	☆	○
KENTUCKY		☆	☆	○	○
LOUISIANA		○	☆	☆	○
MAINE		☆	☆	☆	☆
MARYLAND		☆	○	☆	☆
MASSACHUSETTS		☆	○	☆	○
MICHIGAN		○	☆	○	☆
MINNESOTA		☆	☆	☆	☆
MISSISSIPPI		☆	○	☆	☆
MISSOURI		☆	☆	☆	☆
MONTANA		☆	○	☆	☆
NEBRASKA		☆	☆	☆	☆
NEVADA					
NEW HAMPSHIRE		☆	☆	☆	☆
NEW JERSEY		○	☆	☆	○
NEW MEXICO					
NEW YORK		☆	○	☆	○
NO CAROLINA		☆	☆	☆	☆
NO DAKOTA					
OHIO		☆	☆	☆	☆
OKLAHOMA		☆	○	☆	☆
OREGON		☆	☆	☆	☆
PENNSYLVANIA		☆	☆	☆	☆
RHODE ISLAND		☆	☆	☆	☆
SO CAROLINA		○	☆	☆	☆
SO DAKOTA		☆	☆	☆	☆
TENNESSEE		☆	☆	☆	☆
TEXAS		○	☆	○	○
UTAH		☆	☆	☆	☆
VERMONT		☆	☆	☆	☆
VIRGINIA		☆	☆	☆	☆
WASHINGTON		○	☆	○	☆
WEST VIRGINIA		☆	☆	○	☆
WISCONSIN		☆	☆	○	☆
WYOMING		☆	☆	○	☆
FEDERAL		○	○	○	○

○ YES ● NO ☆ NO PROVISION

PHYSICAL FACILITIES

VENTILATION & LIGHTING

	Room Temperature Specified	Adjustable Window Shading Required	Interior Artificial Lighting Required	Light Intensity Specified	Ventilation Means Specified
ALABAMA	☆	☆	○	○	○
ALASKA					
ARIZONA	☆	☆	☆	○	☆
ARKANSAS	☆	☆	☆	☆	☆
CALIFORNIA	☆	☆	☆	☆	☆
COLORADO	○	○	☆	○	○
CONNECTICUT	☆	☆	☆	☆	☆
DELAWARE	☆	☆	☆	☆	☆
FLORIDA	☆	☆	☆	☆	☆
GEORGIA	☆	☆	☆	☆	☆
HAWAII	☆	☆	○	☆	☆
IDAHO	☆	☆	☆	☆	☆
ILLINOIS	○	○	☆	○	○
INDIANA					
IOWA					
KANSAS	☆	☆	○	○	☆
KENTUCKY	☆	☆	☆	☆	☆
LOUISIANA	☆	☆	☆	☆	☆
MAINE	○	☆	○	☆	☆
MARYLAND	○	○	☆	○	☆
MASSACHUSETTS	○	☆	○	☆	○
MICHIGAN	○	○	○	☆	○
MINNESOTA	☆	☆	☆	☆	○
MISSISSIPPI	○	☆	☆	☆	○
MISSOURI	○	☆	○	☆	○
MONTANA	○	☆	○	☆	☆
NEBRASKA	○	☆	☆	○	☆
NEVADA					
NEW HAMPSHIRE	☆	☆	☆	☆	☆
NEW JERSEY	○	☆	☆	○	☆
NEW MEXICO					
NEW YORK	○	☆	☆	☆	☆
NO CAROLINA	☆	☆	☆	☆	☆
NO DAKOTA					
OHIO	☆	☆	☆	☆	○
OKLAHOMA	●	☆	☆	●	☆
OREGON	○	☆	☆	☆	○
PENNSYLVANIA	○	☆	☆	☆	○
RHODE ISLAND	○	☆	☆	☆	○
SO CAROLINA	☆	☆	○	☆	○
SO DAKOTA	☆	☆	○	☆	☆
TENNESSEE	○	☆	○	☆	○
TEXAS	○	☆	☆	☆	○
UTAH	○	☆	○	☆	○
VERMONT	☆	☆	☆	☆	☆
VIRGINIA	○	☆	○	☆	○
WASHINGTON	○	☆	○	☆	○
WEST VIRGINIA	☆	☆	☆	○	☆
WISCONSIN	☆	☆	☆	☆	☆
WYOMING	☆	☆	☆	☆	☆
FEDERAL	☆	☆	○	○	☆

○ YES ● NO ☆ NO PROVISION

PHYSICAL FACILITIES

VENTILATION & LIGHTING

			Door & Window Screening Required		
ALABAMA			○		
ALASKA			☆		
ARIZONA			☆		
ARKANSAS			☆		
CALIFORNIA			○		
COLORADO			○		
CONNECTICUT			☆		
DELAWARE			○		
FLORIDA			☆		
GEORGIA			☆		
HAWAII			○		
IDAHO			○		
ILLINOIS					
INDIANA			☆		
IOWA			○		
KANSAS			☆		
KENTUCKY			☆		
LOUISIANA			○		
MAINE			☆		
MARYLAND			○		
MASSACHUSETTS			○		
MICHIGAN			☆		
MINNESOTA			☆		
MISSISSIPPI			☆		
MISSOURI			○		
MONTANA					
NEBRASKA			☆		
NEVADA			☆		
NEW HAMPSHIRE					
NEW JERSEY			○		
NEW MEXICO			☆		
NEW YORK					
NO CAROLINA			☆		
NO DAKOTA			☆		
OHIO			☆		
OKLAHOMA			☆		
OREGON			☆		
PENNSYLVANIA			☆		
RHODE ISLAND			☆		
SO CAROLINA			○		
SO DAKOTA			☆		
TENNESSEE			○		
TEXAS			○		
UTAH			○		
VERMONT			☆		
VIRGINIA			☆		
WASHINGTON			○		
WEST VIRGINIA			○		
WISCONSIN			☆		
WYOMING			☆		
FEDERAL					

○ YES ● NO ☆ NO PROVISION

PHYSICAL FACILITIES

MANAGEMENT & SPACE ALLOCATION

	Separate Office Space Required	Indoor Space Specified	Outdoor Space Specified	Separate Play Areas by Age Required	Enclosed Outdoor Space Required
ALABAMA	○	○	○	☆	○
ALASKA					
ARIZONA	☆	○	○	○	○
ARKANSAS	☆	○	○	○	○
CALIFORNIA	○	○	○	☆	☆
COLORADO	○	○	○	○	○
CONNECTICUT	☆	○	☆	☆	☆
DELAWARE	☆	○	○	☆	○
FLORIDA	☆	○	○	☆	○
GEORGIA	☆	○	○	☆	○
HAWAII	☆	○	○	☆	○
IDAHO	☆	○	○	☆	○
ILLINOIS	☆	○	○	☆	○
INDIANA					
IOWA					
KANSAS	☆	○	☆	☆	○
KENTUCKY	☆	○	☆	☆	☆
LOUISIANA	☆	○	○	☆	○
MAINE	○	○	☆	○	○
MARYLAND	☆	○	☆	☆	☆
MASSACHUSETTS	☆	○	○	☆	●
MICHIGAN	☆	○	○	☆	☆
MINNESOTA	☆	○	○	☆	○
MISSISSIPPI	☆	○	○	☆	○
MISSOURI	○	○	○	○	○
MONTANA	☆	○	○	☆	●
NEBRASKA	☆	○	●	☆	○
NEVADA					
NEW HAMPSHIRE	☆	○	○	☆	○
NEW JERSEY	☆	○	○	☆	○
NEW MEXICO					
NEW YORK	○	○	●	☆	○
NO CAROLINA	☆	○	○	☆	☆
NO DAKOTA					
OHIO	☆	○	○	☆	○
OKLAHOMA	☆	○	○	☆	○
OREGON	☆	○	☆	☆	○
PENNSYLVANIA	○	○	○	☆	○
RHODE ISLAND	○	○	○	☆	○
SO CAROLINA	☆	○	○	☆	○
SO DAKOTA	☆	○	○	☆	○
TENNESSEE	☆	○	○	☆	●
TEXAS	☆	○	○	○	○
UTAH	☆	○	○	☆	○
VERMONT	☆	○	○	☆	☆
VIRGINIA	☆	○	●	☆	☆
WASHINGTON	☆	○	○	☆	☆
WEST VIRGINIA	☆	○	○	☆	○
WISCONSIN	☆	○	○	☆	○
WYOMING	☆	○	○	☆	○
FEDERAL	☆	○	☆	☆	○

○ YES ● NO ☆ NO PROVISION

PHYSICAL FACILITIES

MANAGEMENT & SPACE ALLOCATION

			Visible Play Area Required	Separate Nap Areas Required	
ALABAMA			○	○	
ALASKA			☆	☆	
ARIZONA			○	○	
ARKANSAS			☆	☆	
CALIFORNIA			☆	☆	
COLORADO			○	○	
CONNECTICUT			○	○	
DELAWARE			☆	○	
FLORIDA			○	○	
GEORGIA			○	○	
HAWAII			○	○	
IDAHO			☆	☆	
ILLINOIS			○	○	
INDIANA					
IOWA					
KANSAS			○	○	
KENTUCKY			☆	☆	
LOUISIANA			☆	○	
MAINE			○	○	
MARYLAND			☆	☆	
MASSACHUSETTS			○	○	
MICHIGAN			☆	○	
MINNESOTA			○	○	
MISSISSIPPI			○	○	
MISSOURI			○	○	
MONTANA			○	○	
NEBRASKA			☆	○	
NEVADA					
NEW HAMPSHIRE			☆	○	
NEW JERSEY			☆	☆	
NEW MEXICO					
NEW YORK			☆	○	
NO CAROLINA			☆	○	
NO DAKOTA			☆	○	
OHIO			☆	○	
OKLAHOMA			☆	○	
OREGON			☆	○	
PENNSYLVANIA			☆	○	
RHODE ISLAND			○	○	
SO CAROLINA			☆	☆	
SO DAKOTA			☆	☆	
TENNESSEE			☆	○	
TEXAS			☆	○	
UTAH			○	○	
VERMONT			☆	☆	
VIRGINIA			☆	○	
WASHINGTON			☆	○	
WEST VIRGINIA			○	○	
WISCONSIN			☆	○	
WYOMING			☆	☆	
FEDERAL			○	☆	

○ YES ● NO ☆ NO PROVISION

Chapter 10

CURRICULUM AND PROGRAM

The final variable discussed on the charts includes the day care center's curriculum and program content. Regulations in this category are generally concerned with the child's development. Standards specifying the type of program offered by the center seem to focus on the avoidance of an unplanned, careless operation rather than specifications for the program itself. The three subcategories are: (1) Curriculum Planning, (2) Educational Activities, and (3) Physical Development.

Curriculum Planning

The first subcategory, Curriculum Planning, contains the following items:

1. Planned Program Required

The daily activities of the center shall be planned and carried out with reasonable adherance to the plan. There should be, however, allowance for periods of flexibility to provide for unplanned situations as they may arise.

2. Displayed Program Plan Required

The day care center program shall be written and prominently displayed in the center.

3. Minimum Age Specified

A minimum age is specified for admittance of children to the center so that the program is applicable to the age level of children.

Educational Activities

The second subcategory is Educational Activities and contains the following items:

1. Stories and Discussions Required

Children shall be read to, and the children shall be given time and encouragement to discuss what they have listened to.

2. Creative Activities Required

Provisions shall be made for creative activity. This includes such activities as painting, clay modeling, cutting-pasting, and crayoning.

3. Problem Solving Activities Required

The children shall be provided problem solving activities which challenge their cognitive abilities.

Physical Development

Within the Physical Development subcategory the following items are included:

1. Motor Skills and Movement Activities Required

The children shall be provided with the time and equipment necessary to strengthen and coordinate their bodies.

2. Active Play Required

Active play shall be provided both in and out of doors.

An attempted item appeared in the subcategory of Educational Activities. This item provided for recognition and vocabulary activities. Although only a few states mentioned this, it may be assumed that vocabulary skills are

acquired in other educational activities. It is necessary to check state guidelines.

CURRICULUM & PROGRAMS

CURRICULUM PLANNING

			Planned Programs Required	Displayed Program Plan Required	Minimum Age Specified
ALABAMA			○	☆	○
ALASKA			☆	☆	●
ARIZONA			○	○	○
ARKANSAS			○	☆	☆
CALIFORNIA			○	☆	○
COLORADO			☆	☆	☆
CONNECTICUT			○	☆	☆
DELAWARE			○	☆	○
FLORIDA			○	☆	●
GEORGIA			○	☆	☆
HAWAII			○	☆	●
IDAHO			○	☆	☆
ILLINOIS			○	☆	○
INDIANA			○	☆	○
IOWA			○	☆	○
KANSAS			○	☆	○
KENTUCKY			○	☆	●
LOUISIANA			○	☆	○
MAINE			☆	☆	○
MARYLAND			○	☆	○
MASSACHUSETTS			☆	☆	○
MICHIGAN			○	☆	☆
MINNESOTA			○	☆	○
MISSISSIPPI			☆	☆	☆
MISSOURI			○	☆	○
MONTANA			☆	☆	○
NEBRASKA			○	☆	○
NEVADA			☆	☆	○
NEW HAMPSHIRE			☆	☆	○
NEW JERSEY			○	☆	☆
NEW MEXICO			☆	☆	●
NEW YORK			○	☆	●
NO CAROLINA			○	☆	●
NO DAKOTA			○	☆	●
OHIO			○	☆	●
OKLAHOMA			○	☆	○
OREGON			○	☆	☆
PENNSYLVANIA			○	☆	●
RHODE ISLAND			○	☆	●
SO CAROLINA			○	☆	●
SO DAKOTA			○	☆	☆
TENNESSEE			○	☆	○
TEXAS			○	☆	○
UTAH			○	☆	○
VERMONT			○	☆	○
VIRGINIA			○	☆	○
WASHINGTON			○	☆	●
WEST VIRGINIA			○	☆	○
WISCONSIN			○	☆	☆
WYOMING			○	☆	
FEDERAL			○	☆	

○ YES ● NO ☆ NO PROVISION

CURRICULUM & PROGRAMS

EDUCATIONAL ACTIVITIES

			Stories & Discussions Required	Creative Activities Required	Problem Solving Required
ALABAMA			○	○	☆
ALASKA			☆	☆	☆
ARIZONA			☆	☆	☆
ARKANSAS			○	○	○
CALIFORNIA			○	○	○
COLORADO			☆	○	☆
CONNECTICUT			○	○	☆
DELAWARE			☆	☆	☆
FLORIDA			○	○	☆
GEORGIA			☆	☆	☆
HAWAII			☆	○	☆
IDAHO			☆		
ILLINOIS					
INDIANA					
IOWA					
KANSAS			☆	☆	☆
KENTUCKY			○	○	○
LOUISIANA			○	○	☆
MAINE			☆	☆	☆
MARYLAND			☆	○	☆
MASSACHUSETTS			☆	☆	☆
MICHIGAN			☆	☆	☆
MINNESOTA			○	○	☆
MISSISSIPPI			☆	☆	☆
MISSOURI			☆	☆	☆
MONTANA			☆	○	☆
NEBRASKA					
NEVADA			☆	☆	☆
NEW HAMPSHIRE			☆	☆	☆
NEW JERSEY					
NEW MEXICO			☆	○	☆
NEW YORK			☆	☆	☆
NO CAROLINA			☆	☆	☆
NO DAKOTA			☆	☆	☆
OHIO			☆	☆	☆
OKLAHOMA			☆	☆	☆
OREGON			○	○	○
PENNSYLVANIA			☆	☆	☆
RHODE ISLAND			☆	☆	☆
SO CAROLINA			☆	☆	☆
SO DAKOTA			○	○	○
TENNESSEE			☆	☆	☆
TEXAS			☆	○	☆
UTAH			○	○	○
VERMONT			☆	☆	☆
VIRGINIA			○	○	○
WASHINGTON			☆	☆	☆
WEST VIRGINIA			☆	☆	☆
WISCONSIN			☆	☆	☆
WYOMING			☆	☆	☆
FEDERAL			○	○	☆

○ YES ● NO ☆ NO PROVISION

CURRICULUM & PROGRAMS

PHYSICAL DEVELOPMENT

			Motor Activities Required	Indoor-Outdoor Play Required	
ALABAMA			○	☆	
ALASKA			☆	☆	
ARIZONA			☆	○	
ARKANSAS			☆	☆	
CALIFORNIA			○	○	
COLORADO			○	○	
CONNECTICUT			○	○	
DELAWARE			☆	☆	
FLORIDA			☆	○	
GEORGIA			☆	○	
HAWAII			☆	○	
IDAHO			☆	○	
ILLINOIS					
INDIANA			☆	○	
IOWA			☆	○	
KANSAS			○	☆	
KENTUCKY			☆	☆	
LOUISIANA			☆	☆	
MAINE			○	☆	
MARYLAND			☆	☆	
MASSACHUSETTS			☆	☆	
MICHIGAN			○	☆	
MINNESOTA			☆	☆	
MISSISSIPPI			☆	☆	
MISSOURI			○	☆	
MONTANA			○	☆	
NEBRASKA			○	☆	
NEVADA			☆	☆	
NEW HAMPSHIRE			☆	☆	
NEW JERSEY			☆	☆	
NEW MEXICO			○	○	
NEW YORK			☆	☆	
NO CAROLINA			☆	☆	
NO DAKOTA			☆	☆	
OHIO			☆	☆	
OKLAHOMA			☆	☆	
OREGON			☆	☆	
PENNSYLVANIA			○	○	
RHODE ISLAND			☆	☆	
SO CAROLINA			○	○	
SO DAKOTA			○	○	
TENNESSEE			☆	☆	
TEXAS			☆	☆	
UTAH			☆	☆	
VERMONT			☆	☆	
VIRGINIA			☆	☆	
WASHINGTON			☆	☆	
WEST VIRGINIA			☆	☆	
WISCONSIN			☆	☆	
WYOMING			○	☆	
FEDERAL					

○ YES ● NO ☆ NO PROVISION

CONCLUSION

At first glance there seems to be a significant disparity between provisions found in the various state guidelines. However, a closer study reveals a general consensus in those provisions generally felt to be most important, like the requirement for a pre-admission medical examination or history. In short, there appears to be a set of provisions which are universal to almost all states.

Beyond this common set of items the guidelines vary widely. The charts indicate provisions which seem to be included in the guidelines of only a very few states. Some, like provisions referring to animals on the premises, seem to be included in the guidelines to prescribe conditions not usually considered normal, but yet not unlikely to occur. Other special provisions seem to be included to more clearly define minimal programs. That is especially true with regard to the items found under the categories of Equipment or Curriculum and Program. Finally some provisions seem to be included to specify what might be taken for granted in other guidelines, such as the item referring to the need for supplementary indoor artificial light. As a result, the measure of deviance from one set of guidelines to another is not a simple matter of correspondence (of presence or absence of items), but requires an analysis of items with regard to the a priori importance assigned to them by the writer, and the conditions peculiar to that particular state and to the tendency of the guideline writers toward detail or more general specification.

Guidelines usually are not the result of one person's concern. They

often represent a composite of many agency concerns and responsibilities, including the building inspector, social services, child development consultants, education departments, and so on. More than likely the lack of cooperation in communication is reflected in the day care guidelines. To further complicate matters, alternative sets of guidelines often have to be drafted for agencies whose concerns are preschools or day care centers operating in accordance with special provisions of federal, state, and private sponsoring agencies.

This diversity and diffusion of responsibilities for day care will more than likely prevent uniform standards from being drafted and accepted. On the other hand, the current national interest in day care and the strong momentum toward uniform codes provided by the U.S. Office of Child Development may lead to conditions whereby a national standard may be forthcoming. Until that time comes to pass program designers will have to continue to use documents of this sort.

Universal Set of Items Used in Categorizing Day Care Guidelines

A. Health Standards

1. Admissions

a. Prior to admission parent shall present a medical statement signed by a doctor certifying that the child has no abnormality or illness.

b. Current vaccination is required for smallpox, diptheria, whopping cough (pertussis), tetanus, polio, German measles.

c. Immunization for measles is recommended.

d. When a child is under continuing care of a private physician, the pre-admission form can be completed by his physician and the comprehensive health care plan for this child will be developed by means of open and frequent communication between physician, parents, and center staff.

e. Admission of children on a drop-in basis shall not be practiced. In exceptional instances, it shall be allowed only if statement signed by a doctor certifies that the child is free from illness.

f. Admission of children with special problems shall be encouraged when the staff is qualified and has the understanding of the needs of the child.

g. Admission of children with special problems shall be encouraged when the child can be integrated into the group.

2. Communicable Disease and Illness

a. Each child shall be inspected daily for evidence of illness or contagion by a member of the staff.

b. Child shall not be admitted to the group if he shows signs or symptoms of a communicable disease.

c. Director shall request parents to report any exposure to communicable disease outside of the center.

d. When a child is known to have been exposed to a communicable disease outside the center, he should be excluded from attendance at the center for such time as is prescribed by a doctor or the local health officer.

e. When communicable diseases occur, parents and staff members shall be advised when protective measures are available and are indicated for the particular disease present in the center.

f. Staff shall have training in detection of child illnesses.

g. Staff members and other persons with an illness in a communicable stage shall not be permitted to have contact with the children in the center.

h. Children who are sick upon arrival and those who become ill during the day shall be isolated and kept in "isolation" under supervision of a staff member until they can be taken home or cared for elsewhere.

i. To provide for isolation of a child, a cot shall be furnished with adequate bedding that can be properly sterilized or disinfected.

j. Suitable toys that can be disinfected shall be provided.

k. A toilet should be in close proximity to the isolation area.

l. After child has left the isolation area, it should be cleaned and thoroughly aired.

m. All items used by the sick child shall not be used by any other person until they have been properly disinfected.

n. Consultation with the local health department shall be sought when clarification of procedures is required.

3. Accidents and Injuries

a. A first aid cabinet should be easily accessible in each day care center, one on each floor if the center is occupied by more than one floor, and one in each wing if there is more than one wing.

b. First aid equipment shall be maintained and properly stored not accessible to children.

c. The first aid cabinet should contain the following supplies and no more: scissors, clinical thermometer, gauze bandages (1" and 2" rolls), adhesive tape, absorbent cotton, rubbing alcohol, tincture of merthiolate or its equivalent, applicators, toothpicks, soap (preferably tincture of green soap), tongue depressors, tweezers, band-aids, safety pins, large triangular bandages (large square), supply of sterile dressings (3" approximately).

d. Burns should be covered with large, dry, sterile compresses or strips from freshly laundered sheets. (First aid cabinet should not contain burn ointment.)

e. At all times, at least one staff member shall have a current American Red Cross Standard First Aid Certificate or its equivalent.

f. This staff member shall be responsible for administering first aid to children.

4. General Health and Well Being

a. Health examinations of children shall be repeated annually.

b. Health examinations of children shall be required whenever the director suspects a child in the program has a condition hazardous to others.

c. Periodic health appraisals are essential for adequate assessment of health status, growth, and development.

d. Screening tests for the detection of health problems (not to be used as a substitute for thorough examination) should include:

(1) height and weight measurements

(2) hearing testing

(3) vision testing

(4) tuberculin testing

(5) urinalysis

(6) hemoglobin testing

(7) development evaluation

e. Some parents will assume complete responsibility for obtaining on-going health supervision and recommended treatment for their children and other parents will be unable to make arrangements and follow through on treatment without assistance. When the latter is the case, the director has the responsibility for assuring that these parents will have the assistance required from staff (including health personnel and consultants). The staff assisted by the local public health nurse may have to assume responsibility for helping parents find resources, keep appointments, and follow treatment schedules.

f. Consultation should be had from a licensed physician, nurse, dentist.

g. Giving or application of medication, providing dietary supplements, making special variations of diet, and carrying out special medical procedures, shall be done only on written order or prescription from a doctor to the parents or center.

h. Medication prescribed for an individual child shall be kept in the original container bearing the original pharmacy label, which shows the prescription number, date filled, doctor's name, directions for use, and the child's name.

i. When no longer needed, medication shall be returned to parents or destroyed.

j. Medications shall be kept out of reach of children.

k. Center shall include provisions for personal hygiene, washing hands and face before meals, and hands after using toilet facilities.

l. Children shall have shower, tub, or sponge baths as needed to ensure bodily cleanliness.

m. Children shall be taught to use and flush toilet.

n. A sufficient supply of clean clothing shall be available for this purpose.

Wet or soiled clothing shall be changed promptly.

o. All children shall be under the direct supervision of a responsible staff member at all times for the safety and well-being of the children.

p. Plans shall be made for the protection of children in the event of natural disaster or enemy attack in conformity with Civil Defense plans.

5. Animals

a. Small, healthy animals may be permitted on the premises unless prohibited under local health ordinances.

b. A qualified veterinarian shall certify that the animals have been innoculated, when required, or otherwise are free of diseases that could endanger the children's health.

c. There shall be careful supervision of children who are permitted to handle and care for the animals, with immediate treatment for any child who sustains a bite, scratch, or other injury from such source.

6. Discipline

   a. Discipline shall meet the needs of the individual child.

   b. Corporal, humiliating, frightening, or harsh punishment are not allowed.

   c. Punishment shall not be associated with food, rest, or toileting.

7. Rest

   a. Adequate supervised rest or quiet periods shall be provided mid-morning, before the noon meal, and other times as needed.

   b. Any center operating more than four hours a day shall provide an adequate supervised nap period for preschool children.

   c. Shoes shall be removed during rest periods.

B. Nutrition Standards

1. Meals and Snacks

a. The number and type of meals and/or snacks to be served shall depend (1) on the length of time children spend at the center, and (2) the time of arrival and departure.

b. Children in attendance for more than two, but less than five, hours shall be served a mid-session snack consisting of one-third to one-half cup of pure fruit juice, or properly processed canned or frozen fruit juice with high citric content; or one-third to one-half cup of whole milk; or one serving of fruit with high citric content.

c. Children in attendance from five to ten hours shall be served at least one-third of their daily food requirements which shall include a well-balanced, nutritive hot meal. Occasional picnic type meals may be substituted for a main hot meal. Mid-morning and mid-afternoon snacks consisting of fruit, fruit juice or milk as prescribed under (1) above, shall be included.

d. Children in attendance for over ten hours shall be served food to provide at least two-thirds of the daily food requirements. Two meals and the supplemental snacks will meet this requirement. One of the meals may be breakfast or supper, depending on the time the child arrives or departs.

e. Main meals and morning and afternoon snacks, shall be planned to meet the needs of each child and shall supply sufficient calories, protein, minerals, and vitamins in accordance with established nutrition standards, following substantially "Menu Guides," based on the "Recommended Daily Dietary Allowances" prescribed by the Food and Nutrition Board of the National Research Council.

f. Sandwiches may be served for lunch or supper no more than once a week as part of a nutritionally adequate meal.

g. It is recommended that meals be served family style to create a home-like and social atmosphere and to afford children the close presence of an attentive adult.

h. Food shall be served at well-spaced, regular intervals so that no child goes without nourishment for long periods of time.

i. Snacks shall be served at least one and one-half hours before meals.

2. Preparation, Storage, and Food Quality

   a. There shall be provisions for the refrigeration and storage of food.

   b. Adequate space shall be provided for refrigerated dry storage of food and supplies, food preparation, service, and waste disposal.

   c. Fresh milk or milk products shall be pasteurized and kept at or below 45° F. until served.

   d. Food should be prepared as close to serving time as possible to preserve nutrients, flavor, and color.

   e. Food should be prepared in a form that is easy for young children to manage.

   f. All foods shall be suitable for children and shall be prepared by methods designed to conserve nutritive value, flavor, and appearnace.

   g. Food should meet the nutritional needs and cultural food habits of the children.

   h. Reconstituted milk may be used for cooking but not as a beverage unless it is cooled.

3. Special Diets and Food Serving

   a. A child may bring his own food from home if there will not be pooling of food or liquids.

   b. Children shall be encouraged to eat food served, but shall not be subjected to forced feeding or other undue coercion.

   c. It is recommended that children be encouraged, not forced, to try new foods which should be gradually introduced, one by one, instead of several at a meal.

   d. Children with food allergies or other conditions requiring special diets or having vitamin supplements prescribed by a physician shall be served foods and/or supplements in the amount and variety requested by the signed order of their physician.

   e. Meat should be cut into bite-sized chunks, vegetables into strips, and fruit into sections to make them easy for children to handle.

   f. Bite-sized pieces and finger foods are suitable for small hands.

g. Eating utensils shall be of size and design that children can handle easily, be attractive, and durable.

h. Children who have not had opportunities to learn how to eat food with standard table service shall be handled in such a way that they are not embarrassed in front of others.

i. There shall be time allowed children for meals to be unhurried.

j. Children shall be seated comfortably with sufficient room to manage food and implements.

4. General

a. A kitchen used for the preparation and serving of food to children shall be clean, well lighted and ventilated, and provided with hot and cold running water and refrigeration.

b. The kitchen shall not be used as a play room but shall be separated by a door or a gate from the rooms used by the day care center to prevent the children from entering the kitchen except under supervision.

c. A bright, well-ventilated eating area should be provided.

d. The person supervising the food service should have instruction in nutritional needs of children; quantity food preparation; safe and sanitary methods of food storage, preparation, and service.

e. The person supervising the food service should be able to speak, read, write, and understand English.

f. Regular consultation with a nutritionist or dietician should be utilized.

g. Cycle menus facilitate planning and preparing nutritionally adequate meals.

C. Fire Standards and Safety

1. Building Construction

a. Every building shall be so constructed, arranged, equipped, maintained, and operated as to avoid undue danger to lives and safety of its occupants from fire, smoke, fumes, or resulting panic during the period of time reasonably necessary for escape from the building or structure, in event of fire or other emergency.

b. Any building used for day care purposes shall be of not less than one hour fire resistant construction throughout.

c. Fire resistant construction is not required where all rooms used for instruction, recreation, or education have at least one exit directly to the outside.

d. Doors on openings where one hour fire resistive construction is required must be 1-3/4" solid core doors, bearing the label of the State Fire Marshall. No undercut on these fire doors shall exceed 3/8". Any vent openings in those doors, or in openings of walls of one hour construction must be protected by approved automatic dampers or louvers, actuated by a 125° fusible link.

e. Concrete masonry units, solid concrete, hollow gypsum tile, solid gypsum plaster, steel studs with metal lath, all of varying finished thickness face-to-face, are considered to be one hour fire resistive.

f. Rock lath and plaster with finished surfaces is considered to be one hour fire resistive.

g. One hour fire resistant construction may be achieved as follows: 2" x 4" wood studs, 16" on center with 5/8" Type X gypsum wall board applied vertically or horizontally, nailed with 6d nails on 7" on center, with end joints on nailing members. Joints taped and nail heads and joints filled with compound to provide smooth finish.

h. On existing structures, with common lath and plaster interior finishes, if the wall surfaces are in good condition, one hour fire resistant construction can be achieved: 1/2" gypsum wall board applied over the existing interior walls and ceilings. Joints taped and nail heads and joints properly filled with compound to provide smooth finish to surfaces. Wall board may be butted to interior trim in workmanlike manner, to eliminate the removal of baseboard and framing.

i. Fire resistant construction is not required where the occupancy has a complete approved automatic sprinkler protection.

j. Any building used for day care purposes shall not be located above the first story above grade, unless it is of concrete construction or is in building equipped throughout with a standard automatic sprinkler system.

k. Any building used for day care shall have at least one outside window in each room which can be used for emergency rescue or ventilation purposes, and which meets the following provisions:

(1) is readily openable from the inside without the use of tools,

(2) provides a clear opening with a minimum dimension of approximately 28 inches and is 784 square inches in area,

(3) bottom of window opening is not more than 32 inches above the floor.

2. Exits

a. All ground floor rooms shall have access to at least one exit without having to pass through intervening rooms capable of being locked.

b. Day care buildings with an occupant load of more than fifty persons, shall front upon a public street or open area not less than 20 feet in width, in which front there shall be located at least one required exit.

c. Not less than two exits shall be provided from buildings housing day care occupancies having an occupant load of more than six children.

d. Basements or cellars used for other than service areas of the building shall not have less than two exits.

e. One exit from every room below grade, which is used by children, shall lead directly to the exterior at grade level.

f. Exits through kitchens, storerooms, bathrooms, or other rooms where obstructions might exist, will not be acceptable.

g. When serving an occupant load of more than fifteen persons, the exit door shall not be less than 36 inches in width.

h. No required exit shall be less than 32 inches in width.

i. Fire exits should be clearly designated.

j. Plate glass doors shall have a center bar, or shall be sufficiently marked to make the door plainly visible.

k. Panic hardware shall be required on exit doors serving an occupant load of 100 or more.

l. Exit doors shall swing in the direction of travel.

m. Where two exits are required, they shall be placed not less than one-fifth the perimeter of the room distant from each other.

n. No point in an unsprinkled building shall be more than 150 feet from an exterior door, horizontal exit, exit passageway or enclosed stairway, measured along the line of travel.

o. Exit doors shall be openable from the inside without the use of a key or any special knowledge or effort.

p. Children unable to exit without assistance shall not be kept above the first floor.

3. Fire Equipment and Drills

a. Every agency occupying two or more floors of a building or caring for thirty-five or more children shall have a manually operated fire alarm system.

b. Alarm sounding devices shall be provided, of such character and so distributed, as to be effectively heard in every room above all other sounds.

c. A simple fire alarm system consists of one or more alarm signal boxes near exits, wiring, alarm bell, and a source of electrical energy to run the system.

d. Instructions are marked plainly to show its function, and to require the destruction of a glass plate, or glass rod to obtain the release of the electric switch which sounds the alarm.

e. Fire alarm to circuits must be wired into the electrical service ahead of the main electrical supply service for the occupancy to guarantee uninterrupted electrical service at all times.

f. The fire alarm signal box is constructed so that operation leaves an indication that the device has been operated.

g. A manual fire alarm signal box is constructed in such a manner that alarms cannot be caused accidentally.

h. Sending stations shall be provided at readily accessible points and near each main exit.

i. Portable fire extinguishers shall be provided in all child care occupancies--at least one Class A on each floor.

j. Fire exit drills shall be held with sufficient frequency to familiarize all occupants with drill procedure, and have the conduct of the drill a matter of established routine.

k. Occupants should not be notified prior to a fire exit drill.

l. All occupants shall take part in the fire drill.

m. Occupants shall be taught to march out of the building in a quiet, orderly manner.

n. After exiting from the building, a roll call shall be made to ascertain that all of the occupants have left the building.

4. Electrical Safety

a. All appliance and lamp cords shall be suitably protected to prevent pulling or chewing by children.

b. Appliances must be equipped with an on/off light.

c. Extension cords shall not be used as permanent wiring.

d. Defective wiring shall be reported.

5. Heating

a. Heating shall be by a central heating plan, enclosed in a separate fireproof room or cubicle.

b. A single fixed space heater may be used on one-story dwellings, provided it is surrounded by a suitable barrier to prevent contact by children, and is so located to not obstruct egress.

c. Basement furnaces need not be enclosed if the area is not used for day care purposes and is separated from the rest of the dwelling by a substantial door at the top of the stairs.

d. No portable electric or unvented fuel-fired heating devices are allowed under any circumstances.

6. Fire Prevention

a. Metal containers are required for storage of flammable liquids and for limited amounts.

b. Waste paper should never be put in ash receptacles.

c. Trash shall be promptly disposed of.

Inflammables shall be kept away from heating and cooling equipment.

d. Only adults can dispose of inflammable refuse in an incinerator.

e. Ash receptacles must be used only as intended.

f. Flammable liquids, paints, cleaning solvents, should be stored outside of the building in closed containers, in well-ventilated areas, or in approved storage facilities within a building.

g. Gasoline powered machines, as well as medicines, firearms, poisons, sharp instruments, etc., must be stored away from the place of habitation.

h. Adults must supervise gas and electric appliances.

i. Smoking regulations must be strictly adhered to.

j. An annual inspection shall be made by the authority having jurisdiction, for the purpose of compliance with fire codes.

k. Deviations shall be allowed only wherein the opinion of the authority in charge, equivalent fire safety conditions can be maintained.

l. The fire chief shall have jurisdiction over such matters in areas protected by an organized fire department.

m. A certificate of approval shall be provided if the requirements of the code are met.

D. Staff Requirements

1. Director

a. A newly employed director shall be at least twenty-one years of age.

b. A newly employed director shall have achieved a minimum of two years of college credits from an accredited college or university; or shall have achieved a high school diploma or a high school equivalency certificate plus three years of successful experience as director or child care worker of a licensed child care facility, or other social, educational, or related field of service involving children.

c. It is recommended that the director have a master's degree, preferably in childhood education and development, or in social work or a related field of child welfare, with at least three years of responsible experience in working in group programs for young children.

d. A newly employed director with a high school diploma or equivalency certificate, but less than three years of experience, shall provide proof of enrollment in an accredited university or college with a plan to acquire two years of college credit.

e. Courses in this plan must concentrate on early childhood development. It is also recommended that directors continually attend such courses.

f. A person shall be designated as the director of the center and shall be responsible for those duties considered to be administrative.

g. The positions of director and child care worker may be combined or varied to some extent according to the type, size, and sponsorship of the center.

2. Child Care Worker or Teacher

a. A newly employed child care worker shall be at least twenty-one years of age.

b. A newly employed child care worker shall have achieved a minimum of two years of college credits from an accredited college or university; or shall have achieved a high school diploma or a high school equivalency certificate plus three years of successful experience as director or child care

worker of a licensed child care facility, or other social, educational, or related field of service involving children.

c. It is recommended that the child care worker have a master's degree, preferably in childhood education and development, or in social work or a related field of child welfare, with at least three years of responsible experience in working in group programs for young children.

d. A newly employed child care worker with a high school diploma or equivalency certificate, but less than three years of experience, shall provide proof of enrollment in an accredited university or college with a plan to acquire two years of college credit.

e. A person designated as the child care worker, shall be responsible for the immediate planning and supervision of the activities of the children.

f. The positions of director and child care worker may be combined or varied to some extent according to the type, size, and sponsorship of the center.

3. Assistant

a. Assistants to child care workers shall:

(1) be at least eighteen years of age;

(2) have a high school diploma, or equivalency certificate, or certificate showing successful completion of an approved course of study and training in child care;

(3) have the personal qualifications required of other staff; and

(4) work under the direct supervision of a qualified director or child care worker.

b. Persons assisting in the day care program who do not qualify as a child care worker, shall not have full responsibility for the supervision of the children or for the program.

4. Student Helpers or Aides

a. Student helpers shall be at least sixteen years of age and five years older than the oldest child with whom they work.

b. Student helpers shall be under the direct supervision of a qualified director or child care worker and shall not substitute for reguiarly employed staff.

c. Employment or use of student helpers shall not be in violation of any child labor laws.

5. Miscellaneous

a. There shall be sufficient maintenance and clerical staff so that assignment of service duties shall not interfere with the child care staff's responsibility for the direct care of the children.

b. Professional staff shall have achieved the prescribed standards of their respective professions including required certification or license to practice, and shall be qualified otherwise, to perform satisfactorily the services expected of them in a child-centered program.

c. Volunteers, including mothers, may be assigned to assist in any capacity if they meet the qualifications required for the position.

d. Substitutions in any staff position shall have the same personal, educational, and professional qualifications required of staff for whom they substitute.

e. At all times one responsible adult must be designated in writing as being "in charge."

f. Every staff member must file with the service before beginning work a certificate signed by a physician officially licensed to practice medicine stating that the individual has been examined within ninety days of starting work and is free of any illness or condition, whether mental or physical, which might adversely affect the welfare of the children.

g. All personnel must have an annual chest X-ray and blood test to show proof that they are free of tuberculosis and communicable diseases.

h. All persons in charge of a facility, 65 years of age or older, shall be required to have an annual physical examination report signed by a licensed physician stating that they are physically, mentally, and emotionally capable of providing responsive care and supervision of young children.

i. All day care personnel in direct contact with children shall have good character, wholesome personality, emotional maturity, and ability to understand and deal sensitively and effectively with young children.

E. Records

1. Record Information

a. Intake records shall be kept on each child admitted for care.

b. The day care center shall keep an adequate record together with identifying data and information on each child in care with:

(1) name and birthdate of child;

(2) names, addresses, and home and office telephone numbers of parents;

(3) place of employment of the parents and their employer's address and telephone number;

(4) family physician to be called in case of emergency;

(5) name of person designated to call for the children;

(6) dates of admission and discharge;

(7) daily attendance record; and

(8) health record.

c. A written record shall be kept of all injuries and illnesses and subsequent treatment which any child receives at the center.

d. A confidential record of each child shall be kept on file in the agency.

e. Personnel records shall be maintained on each employee of the center, and on each volunteer responsible for direct care or supervision of children.

2. Licenses and Certificates

a. Certificates issued by the Department of Public Safety or community building inspector and the State Fire Marshal or community fire inspector shall be prominently displayed.

b. The license to conduct an agency giving day care to children shall be prominently displayed.

c. The license shall maintain prescribed records and file reports required by the Department of Health.

d. A copy of the state standards for day care centers shall be kept on the premises at all times.

3. General

a. A written statement of the requirements of the service pertaining to health of children and other matters shall be provided to parents upon the admission of the child.

b. Where a meal is served, the menu for the week shall be posted and past menus shall be kept on file for twelve months.

F. Parent Involvement

1. Effort should be made to strengthen the family relationship.

2. There should be regular communication between the person taking care of the child at home and the day care staff in order to promote understanding of the particular child and consistent approaches to his care.

3. Parents should be told the aims and activities of the day care center and of the major happenings of their child.

4. Parents should be encouraged to visit the center and to observe their children.

5. Individual conferences between parents and teachers, co-workers, consultants, and others on staff, should be set up as needed about feeding, toilet training, expressions of emotion, and other areas of concern.

6. Parent group educational activities should be encouraged, using center staff and outside persons as resources.

G. Sanitation/Hygiene

1. Drinking Water

a. A public water supply and public sewers should be used if available.

b. Whenever water is obtained from other than an approved public water supply, it shall be of safe, sanitary quality approved by the state department of health.

c. Plumbing and drainage systems shall be so constructed as to avoid contamination of safe drinking water supplies in houses or buildings.

d. Drinking water shall be readily accessible and served to children during the time they are on the premises.

e. Sanitary drinking fountains or individual drinking cups should be provided.

f. Bubbler type fountains and common drinking cups are prohibited--inclined jet type drinking fountains shall be provided.

g. Cups should be provided the children who can't drink from a fountain.

2. Toilet Facilities

a. For children between the ages of two and seven inclusive, there shall be at least one toilet and one washbowl with hot and cold water for every fifteen children, or fraction thereof.

b. For children over seven, there shall be one toilet and washbowl for every twenty-five children.

c. If the toilet is more than eleven inches from the floor, a platform should be provided for preschool children.

d. If adult facilities are used by children under five years of age, they shall be accompanied by non-tippable stools or platforms to raise the floor level to such height that children can use the facilities without adult assistance.

e. Open front toilet seats should be provided.

f. Washbowls shall be readily accessible to toilet rooms.

g. If washbowls are more than twenty-two inches from the floor, a platform should be provided.

h. Separate toilets and washbasins must be provided for adults.

i. Preschool boys and girls, under adult supervision, may use the same toilet room.

j. Toilets and washrooms should be clean, free from odor, and well ventilated.

k. Toilet rooms should be adjacent to both indoor and outdoor areas when possible.

l. Every bathroom door lock shall be designed to permit the opening of the locked door from the outside in case of an emergency.

m. Tubs or showers shall be available as needed to ensure bodily cleanliness.

n. For water used by the children, there shall be an automatic control to prevent the temperature from rising above 120° F.

o. Mild soap and individual towels shall be provided.

p. Other articles such as wash cloths, brushes, and combs shall be used by one child only and individually stored.

H. Equipment

1. Quality and Type

a. All solid constituents of paint for equipment and toys and pigment coloring in paints, pencils, crayons, and inks, to be used by the children, shall be nonhazardous as a result of any anticipated type of handling or use.

b. Equipment shall not be colored or covered by any material which is poisonous (lead).

c. All equipment shall be of such character and material as to be readily cleaned.

d. Equipment shall be generally scaled to the size of the children. Equipment shall be selected according to the children's ages and developmental levels.

e. Child-sized furniture shall be used.

f. Each child shall have a table and chair either individually or at a group table.

g. Equipment shall be sufficient to provide for quiet and active play needs of children.

h. Basic materials shall be provided:

(1) building materials, such as blocks and boards;

(2) transportation and wheel toys;

(3) dramatic play materials, such as dolls and housekeeping toys, a costume box, doctor's and nurse's kits;

(4) manipulative play materials, such as puzzles, pegboards, and nested blocks;

(5) creative materials, such as easels, paints, finger paint, clay, and crayons;

(6) literature, such as story and picture books and children's poetry; and

(7) music, such as records and rhythm instruments.

i. Play materials should:

(1) stimulate interest and imagination;

(2) aid in muscle building;

(3) aid in cognitive development; and

(4) aid in stimulating cooperative play.

j. Basic equipment shall include a variety of outdoor items for activities, such as climbing apparatus, wheel toys, sandbox, water-play materials, and balls.

k. The age level, abilities, and safety of the children shall be considered in equipping outdoor play areas.

l. Outdoor play areas shall not be covered with any dangerously harsh or abrasive material. If the ground under slides, swings, etc., is paved, it shall be covered by mats.

m. Supports for climbing and large equipment shall be securely fastened to the ground.

n. A telephone shall be in operation at all times for emergency and general communication with a list of emergency numbers nearby.

2. Storage and Accessibility

a. Placement of equipment shall be planned to avoid the danger of collision and accidents and to permit freedom of action.

b. Play equipment shall be stored within the child's reach.

c. Individual lockers or separate hooks and shelves for clothing shall be provided.

d. Lockers or hooks shall be placed at levels children can reach with ease. Suitable space shall be provided for storage of children's clothing; play and teaching equipment and supplies; records and files; cots, mats (whenever authorized), bedding; cleaning equipment and supplies; and first aid equipment.

3. Sleeping Equipment

a. A marked, individual canvas cot, bed, or crib should be provided with individual sheets and bedding materials.

b. Two siblings between two and ten years of age, or two older brothers, or two older sisters, may share a full-sized bed.

c. Clean sheets shall be provided once a week or as frequently as needed when wet or soiled.

d. Before being used by another child, the cot should be scrubbed with soap and water and dried.

e. Cribs and beds shall be well aired and freshened between users and clean sheets shall be provided.

f. Each child should be provided, by parents or the center, his own blanket of suitable weight to be used by him only.

g. Blankets should be scrubbed with soap and water before being used by another child.

h. Blankets should be stored separately.

i. Waterproof mattress covers for beds, cots, and cribs shall be provided for all children under three years of age and older children who are enuretic.

I. Physical Facilities

1. Surfaces

a. Floors shall be free of openings, drafts, and dampness.

b. The floor of a room regularly occupied by the child which consists of a concrete slab or other water-permeable material and which is in direct contact with the ground shall be covered by asphalt tile or similar flooring which is impermeable to water and shall be dry.

c. Floors, toilets, and washrooms should be covered with tile or vinyl or other impervious material.

d. All floors shall have a smooth, tight washable surface and shall not be splintered, sagged, warped, or cracked.

e. Toilet rooms and kitchens and other rooms subject to excessive soiling or moisture shall have washable, impervious floors.

f. Walls shall be constructed of smooth, cleanable materials and be in sound condition free from holes.

g. Carpeting shall be properly cleaned and maintained.

2. Safety and Cleanliness

a. The buildings and grounds of a child care program shall be suitable for the purpose intended: safe, sanitary, comfortable, roomy, and conducive to the normal development of children.

b. There shall be suitable housing which provides light, heat, ventilation, plumbing, garbage disposal, and rooms conforming in construction, safety, and sanitary precautions to the regulations of the State Health Department, Industrial Commission, and local fire, health, and building code regulations.

c. A child program shall be located in a neighborhood that is wholesome.

d. The agency shall be located in a well-drained site.

e. There shall be provided approved guards across windows that children can reach and guards at the top and bottom of stair wells opening into areas used by children.

f. All stairways in the building which are used by the children shall be provided with handrails within reach of the children and maintained free of all obstacles.

g. Room temperature shall be maintained from 68° F. to 74° F. while children are under care.

h. When a swimming pool is provided it shall meet the requirements of the State Department of Public Health.

i. Every closet door shall be such that children can open the door from inside the closet.

j. Interior of the building shall be clean and maintained free from rodents and/or insects. Safe and effective means of eliminating insects and rodents shall be provided.

k. Laundry equipment shall be located in an area separate from kitchen, dining, and living areas.

l. For services in existence prior to promulgation date, consideration of location and use of any of the above facilities (toilets, washbasins, etc.) may be given at the discretion of the Department of Public Health or delegated licensing authority.

m. Housing shall be open to inspection without notice by the State or local building inspector.

3. Ventilation and Lighting

a. When natural light is insufficient, it shall be supplemented by artificial light, properly diffused and distributed so that adequate light is available at all times in rooms, halls, and stairways.

b. Lighting fixtures shall be selected and located to provide for the comfort and safety of the residents. Lighting intensity shall be at least fifteen foot-candles for all rooms and areas except classrooms and reading areas which shall be thirty foot-candles.

c. Adjustable shades or curtains shall be provided and used for protection from glare and to promote an atmosphere conducive of sleep at nap time.

d. All rooms shall be adequately ventilated, without drafts, by means of windows, that can be opened or by an air-conditioning or ventilating system.

4. Space Requirements

a. There shall be at least one room for the exclusive use of each group of children and the staff caring for them during the hours the service is in session.

b. There shall be rooms and areas of sufficient size and properly equipped to accommodate the number of children served.

c. Play, dining, and napping may be carried on in the same room provided it is of sufficient size, and programming is such that usage of the room for one purpose does not interfere with usage for its other purposes.

d. Separate play rooms or separated areas in play rooms shall be provided for the various types of activities required by the center program and for the separation of children as supervised according to age and maturity.

e. The center shall provide thirty square feet of open indoor play space for each child.

f. The center shall provide an outdoor play area directly accessible from indoor facilities.

g. The outdoor play space for children under two years of age must be fenced separately from play areas designated for older children.

h. Some part of outdoor play space must be accessible to sunlight and some part to shade.

i. The play area shall be designed so that all parts are visible and easily supervised.

j. The play area shall be fenced and free from hazards which might be dangerous to the health or life of the children.

k. Outdoor space must equal 75 square feet per child for whom the center is licensed or 200 square feet per child per group (not less than 20 children or 4,000 square feet) occupying the space at one time.

l. Office space separated from the areas used by the children shall be provided for interviewing, conferences, making and keeping records, and handling of business.

m. If an office or family bedroom is used for isolation, it shall be used exclusively for this purpose during the time of isolation of any child.

n. Individual cots for napping should be spaced at least two feet apart when used by children, except those cots placed against a wall or partition.

o. The agency shall be accessible to other facilities necessary to carry out its program.

J. Curriculum and Program

1. Curriculum Plan

a. The center shall carry out a planned written program suitable to the needs of the children.

b. A plan of the daily program shall be displayed and shall be available for inspection. The program shall follow the plan with reasonable closeness, but shall permit necessary flexibility and due regard for individual differences among children.

c. A daily program with reasonable regularity and a similar sequence of events shall provide times for the morning and afternoon snacks, the noon meals, toilet and nap periods.

d. The program should be planned in relation to the growth and development of the child.

e. Program shall provide for both separate play and group play.

f. The program shall be planned to prevent long waiting periods between activities and prolonged periods during which children must stand or sit during an activity.

g. There shall be individual contact between the staff and the child, as well as a sharing of experiences among the children.

h. School age children shall be in a separate program as determined by the center.

i. The activities provided by the center shall be conducted in a setting designed and arranged for safety and good supervision of the children. This requires that:

(1) activity areas, equipment, and materials be arranged so that child activities are visible to the supervising staff;

(2) one activity does not encroach upon or interfere with others going on;

(3) the possibility of collisions and other accidents are minimized; and

(4) children prone to unsafe conduct, which could be harmful to themselves or others, be properly controlled.

j. Care of children shall not be combined with the care of aged, convalescent, or maternity patients.

Children under two years of age shall not be accepted in day care centers.

An agency shall not provide intermittent hourly care and all-day care in the same facility.

2. Educational Activities

a. Language learning experience shall be included in the curriculum. These include:

(1) games and projects especially designed to help the child in learning to recognize various categories of objects by picture and to use the appropriate vocabulary in talking about them;

(2) familiar events and dramatic play;

(3) reading to children and discussing the stories;

(4) continual use of language; and

(5) spontaneous exchanges among the children in informal play situations.

b. Provisions shall be made for problem solving activities. Included in this:

(1) blocks, puzzles, manipulative toys, matching games, recognition and discrimination materials which serve to develop finger, hand, wrist control, eye-hand coordination, and to challenge other cognitive powers, such as memory, concepts, language, visual and auditory discrimination, etc., shall be provided.

c. Provisions shall be made for creative activities. This includes:

(1) painting, clay modeling, college making, cutting, pasting, and crayoning. These activities enable children to develop and project their own ideas and feelings through a variety of media.

d. Special activities and enriching experiences such as overnight stays, trips, and keeping animals on the premises which promote learning and healthy adjustment shall be provided for.

3. Physical Development

a. The program shall be designed with intervals of stimulation and relaxation and a balance between periods of active play and quiet play, both indoors and outdoors.

b. Provisions shall be made for physical activity while at the center. This includes:

(1) climbing, running, jumping, moving blocks, boxes and boards; arranging settings for dramatic play; age-appropriate games, walks, rhythms, and any other type of movement which facilitates skill, strength, and assurance in the use of the body should be provided;

(2) competition should not be stressed--most children require special help and encouragement in becoming more competent and confident;

(3) active play in both indoor and outdoor setting; and

(4) in full-day programs, children should be out of doors for part of the time both in the morning and in the afternoon, weather permitting.

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State Departments and Divisions

State guidelines for the various states can be obtained by writing a request addressed to the agencies listed below.

Alabama	Department of Pensions and Security Administrative Building 64 North Union Street Montgomery, Alabama 36104
Arizona	Department of Health Capitol Building Phoenix, Arizona
Arkansas	Department of Social & Rehabilitative Services P. O. Box 1437 Little Rock, Arkansas 72203
California	Department of Social Welfare 744 P. Street Sacramento, California 95814
Colorado	Department of Social Services Division of Public Welfare 1575 Sherman Street Denver, Colorado 80203
Connecticut	State Department of Health 79 Elm Street Hartford, Connecticut 06115
Delaware	Department of Health and Social Services Division of Social Services Dover, Delaware 19901
Florida	Department of Health and Rehabilitative Services Division of Family Services P. O. Box 2050 Jacksonville, Florida 32203
Georgia	Department of Family and Children Services Division for Children and Youth Atlanta, Georgia 30334
Hawaii	Department of Social Services Public Welfare Division Honolulu, Hawaii 96813
Idaho	Department of Public Assistance Box 1189 Boise, Idaho 83707

Illinois	Department of Children and Family Services Springfield, Illinois 62706
Kansas	State Board of Health Division of Maternal & Child Health Topeka, Kansas 66612
Kentucky	Department of Child Welfare 403 Wapping Street Frankfort, Kentucky 40601
Louisiana	Department of Public Welfare Baton Rouge, Louisiana 70804
Maine	Department of Health & Welfare Augusta, Maine 04330
Maryland	State Department of Health 301 West Preston Street Baltimore, Maryland 21201
Massachusetts	Department of Public Health 88 Broad Street Boston, Massachusetts 02110
Michigan	Department of Social Services Lewis Cass Building Lansing, Michigan
Minnesota	Department of Public Welfare Centennial Office Building St. Paul, Minnesota 55101
Mississippi	Department of Public Welfare 600 Woolfolk Building Jackson, Mississippi 39216
Missouri	State Department of Public Health & Welfare State Office Building Jefferson City, Missouri 65101
Montana	Department of Public Welfare State Board of Health Helena, Montana 59601
Nebraska	Department of Public Welfare Division of Social Services 1526 K Street, Fourth Floor Lincoln, Nebraska 68508

New Hampshire	Department of Health and Welfare Division of Welfare Concord, New Hampshire 03301
New Jersey	Department of Education 225 West State Street Trenton, New Jersey 08625
New York	State Department of Social Services Albany, New York 12203
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Ohio	State Department of Education Columbus, Ohio 43215
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Oregon	Public Welfare Division Department of Human Resources 400 Public Service Building Salem, Oregon 97310
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